

# FDTC 2024-2025 STUDENT HANDBOOK



**FLORENCE-DARLINGTON**  
TECHNICAL COLLEGE

## President's Message

I would like to welcome you to Florence-Darlington Technical College (FDTC), and I am excited that you have chosen to continue your higher education with us. FDTC has been serving the needs of the residents of Florence, Darlington and Marion Counties for more than 61 years by offering quality educational programs that support economic development.

FDTC offers more than 75-degree, diploma and certificate programs that lead to careers in business, engineering technology, health care, human services, manufacturing and many other fields of study. When it comes to choosing a career path or adding a new skill, FDTC offers hands-on learning that provides you with the experience needed to succeed in today's evolving workforce. The FDTC faculty and staff strive every day to help each student achieve their educational goals and obtain the skills needed to earn a job in their field of study. We believe that quality, hands-on education has more value today as industries eagerly look to build their workforce.



Our modern 240-acre campus between Florence and Darlington boasts state-of-the-art technology that mirrors what students will find in the workplace. The Health Sciences Campus in downtown Florence supports area hospitals and other healthcare businesses with a steady stream of qualified workers. Our satellite campuses in Hartsville, Lake City and Mullins provide access to education for students living on the fringes of our service area.

FDTC has a \$179 million economic impact and supports roughly 3,257 jobs in the community. Enrollment exceeds 3,500 students with thousands more being served through the FDTC Corporate & Workforce Development (continuing education) program. Join us today and see why so many others have chosen to "experience the technical advantage." We are pleased and gratified that you see FDTC as a part of your future success.

Sincerely,

A handwritten signature in black ink that reads "Dr. Jermaine Ford". The signature is written in a cursive, flowing style.

Dr. Jermaine Ford  
President

# TABLE OF CONTENTS

<b>President's Message .....</b>	<b>2</b>
<b>Directory .....</b>	<b>6</b>
<b>01   Introduction .....</b>	<b>7</b>
Our History .....	7
Mission Statement .....	7
Vision Statement .....	7
FDTC Values .....	8
Statement of Non-Discrimination .....	8
SACSCOC Accreditation .....	8
Disclaimer .....	8
Tobacco-Free Policy .....	9
Title IX .....	9
The Clery Act .....	11
All-Gender Restrooms .....	12
<b>02   Testing Center .....</b>	<b>12</b>
<b>03   Financial Aid .....</b>	<b>14</b>
Resources .....	14
Financial Aid Forms .....	14
Financial Aid Available .....	15
Free Application for Federal Student Aid (FAFSA) .....	15
Federal Pell Grant .....	15
Federal Supplemental Educational Opportunity Grant Program (FSEOG) .....	15
Federal Work-Study Program (FWS) .....	16
Federal Plus Loan .....	16
Direct Federal Student Loan .....	16
South Carolina Need Based Grant .....	16
South Carolina WINS Scholarship .....	17
South Carolina LIFE Scholarship .....	17
South Carolina Education Lottery Tuition Assistance .....	17
South Carolina Palmetto Fellows Scholarship .....	18
Scholarships .....	18
<b>04   Business Office .....</b>	<b>19</b>
Methods of Tuition Payment .....	19
Tuition for SC Residents 60 and older .....	20
Outstanding Obligations .....	20
Refund Policy .....	20
Military Tuition Assistance (TA) Return of Funds Policy .....	21



<b>05   Bookstore .....</b>	<b>21</b>
Vending .....	22
Bookstore Return Policy .....	22
Book Buyback .....	22
Graduation Caps and Gowns .....	23
PDRTA Bus Passes .....	23
<b>06   Academics .....</b>	<b>23</b>
Academic/Student Honors .....	23
Academic Renewal Policy .....	24
Drop/Add .....	24
Drop/No-Show .....	24
Withdrawal Policy .....	24
Grade Change .....	25
Change of Academic Major .....	25
Intellectual Property Rights Policy (Policy 40-08) .....	25
Intellectual Property Rights Procedure (Procedure 54-07) .....	26
<b>07   Computer Usage .....</b>	<b>27</b>
Acceptable Use of Computer Resources .....	27
<b>08   Dual Enrollment Program (High School Students Only) .....</b>	<b>30</b>
<b>09   Online College .....</b>	<b>30</b>
<b>10   Family Educational Rights and Privacy Act (FERPA) .....</b>	<b>32</b>
<b>11   Registrar Services .....</b>	<b>33</b>
Student Records .....	33
Transcripts and Enrollment Verification .....	34
Verification of Enrollment .....	35
Change of Name or Address .....	35
Graduation .....	35
<b>12   ADA and Health Services .....</b>	<b>36</b>
Health Services .....	36
Pregnant and/or Parenting Students .....	36
Lactation Room .....	36
AIDS and Related Conditions .....	37
Services for Students with Disabilities .....	37
Service Animals .....	38
<b>13   Student Life .....</b>	<b>40</b>
Student Lounge .....	40
Student Ambassadors .....	40
Student Organizations on Campus .....	40
Athletics .....	41
<b>14   Career Services (Student Employment Services) .....</b>	<b>41</b>
<b>15   Veterans Resource Center .....</b>	<b>42</b>
Veterans Affairs Educational Assistance .....	42
Refund Policy for Veterans and Eligible Non-Degree Persons Under Title 38 U.S. Code .....	43
Veterans Administration Certification for Online Course .....	43

<b>16   Student Resources</b>	<b>44</b>
CCAMPIS (Child Care Access Means Parents in School Program)	44
Child Care	45
Honorlock	45
Library	45
Tutoring Services	47
Pathways to a Brighter Future	47
Perkins Grant Program	47
Scholarships	48
Stingers Nest Food Bank	48
TRiO Student Support Services (SSS) Program	48
WellSpring Psychology Group	49
<b>17   Student Technologies</b>	<b>50</b>
Student Email	50
Self-Service	50
Setting up your FDTC Student Account / Forgot my Password	50
Desire2Learn (D2L)	50
Faculty Absences	50
Computer Lab	51
<b>18   Security and Parking Services</b>	<b>51</b>
<b>19   Emergency Situations</b>	<b>52</b>
In Case of Emergency	52
In Non-Emergency Situations	52
Emergency Notifications	52
Emergency Alert System (EAS)	52
Emergency Response Procedures	53
Emergency Red Phones	53
Telephone Calls and Messages	53
Telephone Emergencies	54
<b>20   Student Rights</b>	<b>54</b>
<b>21   Student Responsibilities</b>	<b>54</b>
<b>22   Student Code and Grievance Policy/Procedures</b>	<b>55</b>
State Board for Technical and Comprehensive Education	55
The Student Code for the South Carolina Technical College System	55
Student Code Procedures for Addressing Alleged Acts of Sexual Harassment Under Title IX	69
The Student Grievance Procedure for The South Carolina Technical College System	82
<b>23   Student Complaints</b>	<b>91</b>
<b>24   Credit Hour Policy 40-30</b>	<b>92</b>
<b>25   Our Campuses</b>	<b>93</b>
<b>26   Campus Map</b>	<b>94</b>

# Directory

Office	Phone	Email/website	Location
ADA and Health Services	843.661.8124	accommodations@fdtc.edu	100 Bldg.   Room 111
Testing Center	843.661.8293 843.661.8352	testingcenter@fdtc.edu	100 Bldg.   Room 112
Bookstore	843.661.8325	webstore@fdtc.edu	5000 Bldg.   1 <sup>st</sup> Floor
Business Office	843.661.8311	businessofficear@fdtc.edu	5000 Bldg.   Room 5203
Career Services	843.661.8196	careerservices@fdtc.edu	100 Bldg.   Room 110A
CCAMPIS	843.413.2706	ccampis@fdtc.edu	100 Bldg.   Room 106
Dual Enrollment Program (High School Students Only)	843.661.8289	dualenrollment@fdtc.edu	5000 Bldg.   Room 5313
Financial Aid	843.661.8085	financialaid@fdtc.edu	5000 Bldg.   Room 5302
Library – Health Science Campus	843.661.8575	fdtclibrary@fdtc.edu	HSC – Room F211
Library – Main Campus	843.661.8034 843.661.8032	fdtclibrary@fdtc.edu	200 Bldg.   Rooms 207 & 208
Pathways to a Brighter Future	843.661.8038	pathways@fdtc.edu	100 Bldg.   Room 102
Perkins Grant Program	843.661.8291	perkinscte@fdtc.edu	300 Bldg.   Academic and Career Advising Center
Registrar Services	843.661.8090	registrar@fdtc.edu	5000 Bldg.   Room 5318
Security and Parking Services	843.661.8210	<a href="https://fdtc.edu/fdtd/campus-safety/">fdtc.edu/fdtd/campus-safety/</a>	Guard Station Main Campus Entrance
Student Life	843.676.8590	studentlife@fdtc.edu	100 Bldg.   Room 110A
TRiO Student Support Services Program	843.661.8367	trio@fdtc.edu	5000 Bldg.   Room 5101
Veterans Resource Center	843.661.8144	veteranservices@fdtc.edu	5000 Bldg.   Room 5322
WellSpring Psychology Group	843.536.1180	<a href="https://wellspringflorence.com">wellspringflorence.com</a>	In-person visits: WellSpring 1340 Celebration Blvd Florence, SC 29501 Remote: M-F 8am–5pm
FDTC Cosmetology Center	843.676.8538	<a href="https://fdtc.edu/academics/programs/cosmetology">fdtc.edu/academics/ programs/cosmetology</a>	122 Palmetto Road Darlington, SC 29532
Hartsville Site	843.676.8570 843.383.4500	hartsville@fdtc.edu	225 Swift Creek Road Hartsville, SC 29550
Lake City   FDTC at The Continuum	843.676.8591 843.661.8111	lakecity@fdtc.edu	208 West Main Street Lake City, SC 29560
Main Campus	843.661.8324 800.228.5745	<a href="https://fdtc.edu">fdtc.edu</a>	2715 W. Lucas Street Florence, SC 29501
Mullins Site	843.676.8567 843.676.8568	mullins@fdtc.edu	109 South Main Street Mullins, SC 29574
SiMT	866.304.7468 843.413.2715	<a href="https://simt.sc.gov">simt.sc.gov</a>	1951 Pisgah Road Florence, SC 29501

# 01 | Introduction

## Our History

Founded to attract industry to the state to provide employment for South Carolinians, the South Carolina Technical Education System began with legislation enacted in 1961 to create the South Carolina Advisory Committee for Technical Education. The Committee identified strategic locations throughout the state for technical education training centers to train people for industrial employment.

Florence-Darlington Technical College was established in 1963 and currently serves Florence, Darlington, and Marion Counties. The College's initial enrollment of 250 students now exceeds 3,500 curriculum students and 3,500 noncredit students. Its original campus of less than 10 acres has expanded to 234 acres with a modern complex of 11 major buildings totaling more 600,000 square feet.

The College launched the Southeastern Institute for Manufacturing and Technology (SiMT) in August of 2007 to support industry, education, and economic development. FDTC's machine tool, industrial engineering and engineering technology academic programs are housed at the SiMT, as well as the Offices of the Division of Corporate and Workforce Development.

Businesses, industries and non-profits from across the region utilize the 800-seat auditorium, classroom spaces, Executive board room and dining room, and multi-purpose conference center for meetings and events ranging from small groups to graduations for 1200. The Event Services at SiMT team provides meeting, event and audio-visual expertise to businesses of every size, every day.

SiMT Manufacturing's industrial 3D printing capabilities include the largest build platforms in the industry, with the shortest lead times, from an array of materials; durable plastic and metal parts and prototypes suitable for real-world testing and use; production-grade products using thermoplastics; and, products that simulate polypropylene or polycarbonate.

The Gould Business Incubator was established to help ensure the success of new business ventures. It offers an affordable, supportive launch platform for first and second stage companies by providing flexible, multi-use space: furnished offices, co-working office suites, and multi-use bays ranging from 540 to 990 sq. ft. All spaces are expandable and many offer large, roll up doors and 480 volt, 3-phase power. Affordable rent includes use of high-tech conference rooms with large screens for AV presentations, a dining area, security, and phone and internet service.

Additionally, the College has five external campuses including Hartsville, Mullins, Lake City at the Continuum, our Cosmetology Center, and the Health Science Campus in downtown Florence.

## Mission Statement

Florence-Darlington Technical College provides a student-centered experience through technical education, workforce development training, and economic development activities.

## Vision Statement

Florence-Darlington Technical College transforms diverse lives through excellence and innovation in education.

## FDTC Values

**Accountability** | Ownership of performance and results

**Communication** | Gathering, sharing, and closing the loop on information with internal and external stakeholders

**Excellence** | Striving to be better than we were yesterday

**Innovation** | Never settling for average

**Integrity** | Doing the right thing all the time and always being fair

**Leadership** | Inspiring others to succeed by influence

**Teamwork** | Dedicated commitment to achieving FDTC goals together

## Statement of Non-Discrimination

Florence-Darlington Technical College does not discriminate in employment or admissions on the basis of race, color, national origin, sex, disability or age. The College complies with provisions of Titles VI and VII of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; Sections 503 and 504 of the Rehabilitation Act of 1973; Title II of the Americans with Disabilities Act; and the South Carolina Human Affairs Law of 1972.

### For employee inquiries, contact:

Terry Dingle | Vice President Human Resources & Organizational Development  
5000 Building | Office 5215 | 843.661.8321 | [terry.dingle@fdtc.edu](mailto:terry.dingle@fdtc.edu)

### For student inquiries, contact:

Genell Gause | AVP — Student Success and Engagement  
5000 Building | Office 5316 | 843.661.8351 | [genell.gause@fdtc.edu](mailto:genell.gause@fdtc.edu)

## SACSCOC Accreditation

Florence-Darlington Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees. Florence-Darlington Technical College also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Florence-Darlington Technical College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, by calling 404.679.4500, or by using information available on SACSCOC's website ([sacscoc.org](http://sacscoc.org))



## Disclaimer

This document is for informational purposes only. Although every reasonable effort has been made to attain factual accuracy throughout this publication, no responsibility is assumed for editorial, clerical or publishing errors or errors occasioned by mistakes. In addition, this handbook does not constitute a contract between Florence-Darlington Technical College and its students, or applicants for admission or with any other person. Florence-Darlington Technical College reserves the right to add or to drop programs and courses, to increase fees, to change the calendar that has been published, and to institute requirements when such changes appear desirable. Every effort will be made to minimize the inconvenience such changes might create for students. Consult the College's website, [fdtc.edu](http://fdtc.edu), for current information.



## **Tobacco-Free Policy**

It is the policy of Florence-Darlington Technical College (FDTC) to prohibit smoking in buildings and is only allowed in “designated” smoking areas where signs are posted.

Smoking is defined as the lighting, burning, use of tobacco, or any other material in any type of smoking device or equipment.

Tobacco products are defined as any product made of tobacco including but not limited to cigarettes, cigars, cigarillos, pipes, bidis, all chewing tobacco products, and electronic cigarettes, cigars, or related products.

## **Title IX**

### **Title IX & Discrimination**

Members of the Florence-Darlington Technical College community, guests, and visitors have the right to be free from all forms of gender and sex-based discrimination. Additionally, all members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others.

Florence-Darlington Technical College complies with the provisions of Title IX and all other applicable non-discrimination laws and regulations.

### **Policy on Non-Discrimination**

Florence-Darlington Technical College does not discriminate on the basis of race, color, gender, national origin or ethnic group, age, religion, disability, marital status, veteran status, sexual orientation, gender identity, or age in educational programs and activities as required by Title IX.

### **What Is Title IX?**

Title IX of the Education Amendments of 1972 protects students, employees, applicants for admission and employment, and other persons from all forms of sex discrimination, including discrimination based on gender identity or failure to conform to stereotypical notions of masculinity or femininity.

Specifically Title IX states no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance. Sex discrimination prohibited by Title IX includes sexual harassment, sexual assault, sexual violence, and sexual misconduct. Title IX also prohibits retaliation against an individual who, in good faith, asserts his or her rights under Title IX or other applicable federal laws and state laws prohibiting illegal discrimination.

All students (as well as other persons) at Florence-Darlington Technical College are protected by Title IX—regardless of their sex, sexual orientation, gender identity, part- or full-time status, disability, race, or national origin—in all aspects of educational programs and activities.

## About Sexual Harassment under Title IX

Sex-based discrimination and harassment is unwelcome, pervasive conduct of a sexual nature that creates a hostile environment. It includes, but is not limited to:

- Unwelcome sexual advances;
- Stalking;
- Requests for sexual favors, including “Quid Pro Quo”;
- Other verbal and non-verbal or physical conduct of a sexual nature;
- Sexual violence;
- Gender-based or gender identity-based harassment.

Title IX violations can occur between:

- A student and another student;
- A student and an employee;
- An employee and another employee;
- A student or employee and a third party (not associated with the college).

Title IX violations can occur:

- On any college-owned or leased property;
- At college-sponsored events regardless of location;
- On-line (including social media and text messaging)\*;
- Anywhere in which individuals associated with the college could be present\*.

*\*when it is determined that the misconduct could have an on-campus*

## Retaliation

Florence-Darlington Technical College does not and will not tolerate retaliation, in any form, against anyone involved in a Title IX investigation.

If you know or suspect that someone is the victim of retaliation as a result of their affiliation with an investigation, contact the Title IX Coordinator immediately.

## Title II of the ADA/ADAA, Section 504 (Disability Services)

### Title IX: Pregnant and/or Parenting Students

Florence-Darlington Technical College does not discriminate against any pregnant or parenting student.

Florence-Darlington Technical College does not discriminate against any student on the basis of pregnancy, parenting or related conditions. In accordance with Title IX, absences due to pregnancy or related conditions, including recovery from childbirth, shall be excused for as long as the student’s doctor deems the absences to be medically necessary. Students seeking pregnant and/or parenting accommodations are encouraged to disclose the pregnancy in a timely manner and shall be afforded the opportunity to establish make up work or other alternative arrangements. A student who elects to withdraw from the course on or after census will be assigned a “W” or “I;” however, the “W/I” will not be considered in satisfactory academic progress calculations, until the designated accommodations period ends.

Students seeking accommodations for pregnancy and/or parenting are encouraged to contact the College’s Disabilities Office (100 Building – Rm 111B, 843-661-8124; accommodations@fdtc.edu).

## **Pregnancy Accommodations**

Title IX provides protections to ensure you are NOT being discriminated against based on pregnancy. Protections include: medical appointments, childbirth, termination of pregnancy, and recovery needed afterwards.

- Professors' policies and practices also cannot discriminate against students because of pregnancy or related conditions.
- Universities must treat pregnancy as they would a disability by allowing excused absences and flexibility in turning in assignments and/or taking exams

These protections were created to ensure that pregnant students can continue their education without significant disruption. Pregnancy can be a trying circumstance. Therefore, utilize every resource available to you!

### **Some possible accommodations:**

- A larger chair or desk
- Additional breaks during class
- Rescheduling test or assignment dates
- Excused absences due to pregnancy-related conditions
- Submitting work after missed deadline
- Opportunities to make up missed work

How Do I Request Accommodations or report discrimination due to pregnancy?

Please contact: Genell Gause | [accommodations@fdtc.edu](mailto:accommodations@fdtc.edu) | 843.661.8124

## **Reporting Possible Violations**

If you feel you have experienced sexual harassment or discrimination or know someone who has, please report it immediately using the link below or by contacting any Faculty, Staff or Security Officer. Please include as much detail as possible.

- [\*\*Sexual Misconduct Report Form\*\*](#)
- You may also directly contact the Title IX Coordinator.

### **Title IX Coordinator**

Terry Dingle | Human Resources & Organizational Development  
5000 Building | Office 5215 | 843.661.8321 | [\*\*terry.dingle@fdtc.edu\*\*](mailto:terry.dingle@fdtc.edu)

Genell Gause | AVP — Student Success and Engagement  
5000 Building | Office 5316 | 843.661.8351 | [\*\*genell.gause@fdtc.edu\*\*](mailto:genell.gause@fdtc.edu)

## **The Clery Act**

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)) is the landmark federal law that requires colleges and universities across the United States to disclose information about crime on and around their campuses. The law applies to most institutions of higher education, both public and private, and is tied to participation in federal student financial aid programs. It is enforced by the U.S. Department of Education.

Originally known as the Crime Awareness and Campus Security Act, the law was amended in 1992 to require that schools afford victims of campus sexual assault certain basic rights and was amended again in 1998 to expand the reporting requirements. The 1998 amendments also formally renamed the law in memory of Jeanne Ann Clery, a 19-year-old Lehigh University freshman who was raped and murdered in her residence hall room in 1986. Subsequent amendments in 2000 and 2008 added provisions dealing with registered sex offender notification and campus emergency response, respectively. The 2008 amendments also added a provision to expand hate or bias crime categories and to protect crime victims, bystanders, and others from retaliation.

## All-Gender Restrooms

All-Gender Restrooms allow the use of single occupant restrooms by any person, regardless of sex or gender identity, and prevents those restrooms from being restricted to a specific sex or gender identity. All-Gender Restrooms on campus will be designated with signage and will be located in various buildings on campus.

## 02 | Testing Center

The Florence-Darlington Technical College Testing Center is located on the main campus in the 100 Building, Room 112. No appointment is necessary on the main campus for Next-Generation Accuplacer placement tests. All other services may require an appointment. Placement testing is available at FDTC Main Campus, Hartsville, Lake City, and Mullins sites. Online Next-Generation Accuplacer testing is also available by appointment and links for scheduling can be found on our website.

Visit [fdtc.edu/testing-center](https://fdtc.edu/testing-center) for the latest information.

### Hours

Monday–Thursday 8:00am – 5:30pm\* | Friday 8:00am – 11:30am\*

*\*If testing is not completed by closing time, test taker may be asked to save and complete test session on another day. Applicants will not be allowed to begin a test after 4:00pm Monday–Thursday and 10:00am Friday.*

- Students must show a photo ID prior to taking any test.
- Student should allow sufficient time to complete testing within the hours of operation.
- Students who are taking tests other than Next-Generation Accuplacer tests are required to have an appointment.
- Students are discouraged from bringing cell phones and electronic devices into the Testing Center.

### Walk-in Testing Hours

Monday–Thursday 8:30am–4:00pm | Friday 8:00am–10:00am

### Contact Information

Call 843.661.8293 or 843.661.8352 | [testingcenter@fdtc.edu](mailto:testingcenter@fdtc.edu)

### Appointments for Accuplacer are necessary at the following campuses:

Hartsville Campus | Call 843.676.8570

Lake City Campus | Call 843.676.8591

Mullins Campus | Call 843.676.8567



## Placement Testing

Florence-Darlington Technical College currently administers the Next-Generation test for college course placement. Accuplacer is a computer-based assessment designed to evaluate skills in Mathematics, Reading, and Writing. The Accuplacer delivers immediate and precise results, offering (both placement and diagnostic tests) to support intervention and help answer the challenges of accurate placement and remediation.

Applicants for for-credit academic programs must take the Accuplacer Next-Generation for course placement, unless exempted. All placement testing administered via a computer.

### Exemptions may include:

- Multiple Measures Class Scores – Call the FDTC Admissions office at 843.661.8289
- Qualifying standardized test scores (ACT or SAT) scores within the past five years. Scores will be evaluated to determine if assessment is required
- Earned a C or better in an appropriate college-level English and mathematics course taken at a regionally accredited institution. Transcript evaluation will determine if assessment is required
- Earned advanced placement credit for English and mathematics on CLEP and/or AP exams that are recognized by the college
- Earned a two-year degree or higher degree from a regionally accredited college or university. This exemption may not be applicable to some for-credit programs
- Achieved a satisfactory score on the FDTC placement test within the previous five years
- Entering certificate/Corporate and Workforce Development program that requires no testing

**NOTE:** FDTC Health Science or technical education majors may have additional testing requirements. Please refer to program information, webpages or the FDTC course catalog.

## Testing Fees

All testing fees for placement and proctoring services listed below are payable to the college business office – 5000 building, Room #5203 or by phone via debit/credit card at 843.661.8307 or 843.661.8308. Receipts must be presented to the Testing Center before services are rendered. The Testing Center located on the main campus in the 100 Building, Room 112 can receive cash payments only.

- **Accuplacer Next-Generation** — The initial placement test is free. The cost for retesting is \$10
- **Proctored students unaffiliated with the South Carolina Technical College System** — \$25 fee per single test for online course exams and/or placement tests. \$100 flat fee for all-inclusive test proctoring services per semester/quarter
- **Non-FDTC proctored tests for students enrolled at other colleges within the South Carolina Technical College System** — \$20 per single test for online course exams and/or placement tests, \$80 flat fee for all-Inclusive test proctoring services per semester/quarter
- **Standard fee for release of FDTC placement score reports** — \$5 flat fee for each request made by individuals not currently enrolled at FDTC.

### Waiting Period for Placement re-testing:

- A period of 14-business days to retest
- Applicants can test up to three (3) times in one year from application
- Practice exams: [practice.accuplacer.org/register](https://practice.accuplacer.org/register)

## Other Testing Services Available:

See the Testing Center page on the website for more information and requirements

[fdtc.edu/testing-center](https://fdtc.edu/testing-center)

- **CLEP** — College Level Examination Placement
- **Makeup Tests** (Paper)
- **METRO** — Pesticide Regulatory Examination
- **Proctored Tests** (outside of FDTC)
- **TEAS** — Tests of Essential Academic Skills
- **WorkKeys**
- **DSST** — Dantes Standardized Subject Testing

## Acceptable Forms of Identification

*No person will be allowed to test without appropriate photo ID verification*

- Current middle or high school ID
- College ID
- State Driver's License
- FDTC Identification card
- Military ID
- Naturalization card or certificate of citizenship
- USA (United States) Passport
- Foreign Passport with student's name written in the Western alphabet
- State issued Identification Card
- Tribal ID

**NOTE:** Some test services require specific/additional forms of photo ID.

## 03 | Financial Aid

It is the Policy of FDTC that programs of financial aid involving grants, loans, and employment will be established within Federal guidelines in order that no qualified student will be denied an education because of lack of funds.

Florence-Darlington Technical College does not discriminate in financial aid participation or benefit, employment, admission, race, color, religion, national or ethnic origin, disability, sex or age. The Financial Aid Office is located on the third floor of the 5000 Building, Room 5302.

### Hours

Monday–Thursday 8:00am–5:30pm | Friday 8:00am–11:30am

### Contact Information

Call 843.661.8085 | Fax 843.661.8122 | [financialaid@fdtc.edu](mailto:financialaid@fdtc.edu)

### Resources

Useful financial aid related websites and tips are located on our website and can be accessed by visiting: [fdtc.edu/financial-aid](https://fdtc.edu/financial-aid).

### Financial Aid Forms

In order to complete ALL financial aid forms, visit: [fdtccentral.etrieve.cloud/Index](https://fdtccentral.etrieve.cloud/Index). You will need to login using your school username and password in order to access the forms.

## Financial Aid Available

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant Program (FSEOG)
- Federal Work-Study Program (FWS)
- Federal Plus Loans
- Direct Students Loans
- South Carolina Need Based Grant
- SC WINS Scholarship
- South Carolina LIFE Scholarship
- South Carolina Education Lottery Tuition Assistance
- South Carolina Palmetto Fellows Scholarship

## Free Application for Federal Student Aid (FAFSA)

### How to apply:

- Apply to the College and be admitted to an eligible program of study
- Complete the FAFSA application for the correct Aid Year at [studentaid.gov](https://studentaid.gov) and enter FDTC as your school or use the school code "003990". All students are eligible to apply. There is no cost for processing an application

The Financial Aid Office will review your FAFSA information in order to determine eligibility. Federal regulations limit the amount of required remedial courses paid by financial aid to one year or 30 semester hours.

The following are brief descriptions of the financial aid sources available to the students through the College:

### Federal Pell Grant

- Pell Grant is an entitlement for all eligible U.S. Citizens and eligible Non-citizens to help with postsecondary education expenses at the school of their choice
- Pell Grants do not have to be repaid
- Undergraduates must reapply each year
- Applications may be completed at [studentaid.gov](https://studentaid.gov).

Return of Federal Funds is required by Federal Regulation for students who completely withdraw or drop all eligible classes prior to completing 60% of the term. The student will also be responsible for repaying any institutional charges that Florence-Darlington Technical College is required to return on their behalf. Students that have questions concerning this regulation should contact: [financialaid@fdtc.edu](mailto:financialaid@fdtc.edu)

### Federal Supplemental Educational Opportunity Grant Program (FSEOG)

Funds are awarded to students on the basis of need. Federal Regulations require that preference be given to the neediest students.

## Federal Work–Study Program (FWS)

- Must complete the Free Application for Federal Student Aid (FAFSA) to determine eligibility. No processing fee is required. FAFSA can be completed at [studentaid.gov](https://studentaid.gov).
- Jobs are available on campus and are assigned by the Financial Aid Office
- Depending upon the financial “need” of the student, he or she may work up to 20 hours per week while classes are in session
- Federal Work–Study Employees are paid every two weeks
- Advantages of a Work–Study job:
  - Assignments are in a student’s area of study when possible
  - One daily trip to campus to attend classes and earn from part-time employment

## Federal Plus Loan

Federal loan available to parents of dependent students to assist with educational costs. This loan must be repaid by the parent and accrues interest. Student must complete the FAFSA and have a completed file for the parent to receive a plus loan. Student must be registered in 6 or more credit hours in an eligible program of study.

## Direct Federal Student Loan

Federal loan available to students to assist with educational costs. This loan must be repaid by the student and accrues interest. Student must complete the FAFSA and have a completed file to receive a student loan. Student must be registered in 6 or more credit hours in an eligible program of study.

## South Carolina Need Based Grant

### Facts:

- Be enrolled in a diploma, certificate, or associate degree program
- Make Satisfactory Academic Progress
- Be enrolled at least 6 credit hours
- Maintain a minimum 2.0 cumulative GPA (once attempted 24 credit hours)
- NOT be in default on a loan under the Federal Perkins Loan or Federal Stafford Loan Programs
- NOT owe a refund or repayment of a state grant, Pell grant, or a Supplemental Educational Grant or have a criminal record or drug-related conviction
- Must be a SC resident
- Must not have an Associates or Bachelor’s degree

### How to Apply:

- Apply to the College and be admitted to an eligible program of study
- Complete the FAFSA application for the correct Aid Year
- Submit the Need Based request form and the Financial Aid Office will review your FAFSA information in order to determine eligibility



## South Carolina WINS Scholarship

### Facts:

- Be enrolled in an eligible diploma, certificate, or associate degree program
- Maintain a minimum 2.0 cumulative GPA
- NOT be in default on a loan under the Federal Perkins Loan or Federal Stafford Loan Programs
- NOT owe a refund or repayment of a state grant, Pell grant, or a Supplemental Educational Grant or have a criminal record or drug-related conviction
- Must be a SC resident
- Be enrolled in at least one (1) class
- Have remaining financial need to cover the cost of tuition
- Complete the Workforce Affidavit Form

## South Carolina LIFE Scholarship

### Facts:

- Be a South Carolina resident and a South Carolina High School graduate
- Have a 3.0 High School grade point average on a 4.0 scale
- Be enrolled in a diploma, certificate, or associate degree program
- Be enrolled at least 12 credit hours for awarded terms of fall and spring
- To maintain eligibility for the second year, you must have a minimum 3.0 cumulative GPA and complete 30 credit hours or more

### How to Apply:

- Apply to the College and be admitted to an eligible program of study
- Submit the Life Affidavit form to the Financial Aid Office

## South Carolina Education Lottery Tuition Assistance

### Facts:

- South Carolina State Grant
- Awards are subject to change as the state determines the dollar amount per credit hour available each semester
- Based on the number of credit hours enrolled
- Funds are applied to tuition only, not books
- Funds are adjusted based on the total credit hours per semester and other aid awarded
- You may be eligible for loans and lottery funding at the same time. Other aid awarded is applied first
- Also available to eligible students with a Bachelor's degree

### Requirements:

A student must:

- Be a South Carolina resident
- Be enrolled in a diploma, certificate, or associate degree program
- Be enrolled at least 6 credit hours
- Maintain a minimum 2.0 cumulative GPA (once attempted 24 credit hours)
- NOT be in default on a loan under the Federal Perkins Loan or Federal Stafford Loan Programs
- NOT owe a refund or repayment of a state grant, Pell grant, or a Supplemental Educational Grant
- NOT be a LIFE Scholarship eligible student
- Complete Free Applications for Federal Student Aid (FAFSA) at [studentaid.gov](https://studentaid.gov).

## South Carolina Palmetto Fellows Scholarship

### Facts:

- Be a South Carolina resident and a South Carolina High School graduate
- Be enrolled in a diploma, certificate, or associate degree program
- Be enrolled in at least 12 non-remedial credit hours for awarded terms of fall and spring
- To maintain eligibility for the second year, you must have a minimum 3.0 cumulative GPA and complete 30 non-remedial credit hours or more at Florence-Darlington Technical College during the fall, spring, and summer terms (cannot include hours earned from AP, IB, CLEP, or dual enrollment)
- SC Commission on Higher Education identifies students who are eligible for the SC Palmetto Fellows Scholarship

### How to Apply:

- Initial application for this scholarship must be submitted during the student's senior year of high school by the high school counselor
- Apply to the College and be admitted to an eligible program of study
- Complete the Destination form online with SC Commission on Higher Education
- Submit the Palmetto Fellows Affidavit form to the Financial Aid Office.

## Scholarships

The Florence-Darlington Technical College Educational Foundation receives funding for scholarships from individuals, businesses, industry, and private sources. These merit-based scholarships are awarded on criteria set by the Educational Foundation and the scholarship donors.

### Eligibility

Students must meet the following requirements to be considered for a Foundation-based scholarship:

- Have and maintain a minimum, cumulative institutional GPA of 2.5 (required by most scholarships)
- Have a complete admissions file with the Admissions Office
- Have completed the FAFSA (Free Application for Federal Student Aid) for the appropriate academic year
- Be enrolled in an eligible program in at least 6 credit hours
- Have completed the FDTC Scholarship Application by the deadline - visit [fdtc.edu/fdtdc/educational-foundation](http://fdtc.edu/fdtdc/educational-foundation)

### Award Process

To determine if applicants meet the necessary requirements, all student information will be verified. GPAs and registration status will be checked after the most recent term grades have been posted; for fall term applicants, summer grades will be considered as well. The Scholarship Committee will meet after all information and grades have been verified. The Committee will review the applicants and award scholarships based on individual scholarship requirements often set by the scholarship donors themselves. Scholarship awards are merit based and priority is given to students who exhibit academic merit.

## **Award Notification and Receipt**

Applicants are notified of their individual award status through email. Award letters are sent to the student's FDTC email address. The Educational Foundation coordinates with the Financial Aid Office and the Business Office to ensure awarded funds apply to student accounts prior to the beginning of the upcoming term.

Depending on the individual scholarship, a part-time student may only be eligible to receive one-half of the scholarship award.

If a student fails to register for classes, withdraws from the College, or if eligibility was determined based on misleading information provided, the scholarship award will be forfeited. Scholarship awards are to be used during the term for which they are originally intended and cannot be transferred to another term.

## **04 | Business Office**

The Business Office is located on the second floor of the 5000 Building, Room 5203.

### **Hours**

Monday–Thursday 8:00am–5:30 pm | Friday 8:00am–11:30am

### **Contact Information**

Call 843.661.8311 | Fax 843.661.8306 | [businessofficear@fdtc.edu](mailto:businessofficear@fdtc.edu)

## **Methods of Tuition Payment**

### **Debit or Credit Card (VISA, MasterCard, Discover)**

Credit or debit card payments may be made online through Self-Service or by telephone. Credit or debit cards are also accepted at the Business Office located in Building 5000, Room 5203.

### **Cash or Check**

The College accepts cash and check payments at the Business Office located in the 5000 building. Checks may also be mailed to the Business Office (FDTC, c/o Business Office, P.O. Box 100548, Florence, SC 29502).

### **Tuition Payment Plan**

FDTC's payment plan requires a \$30.00 non-refundable handling fee in advance. The payment plan balance is payable in two equal payments on dates determined each term according to the academic calendar. Plans can be setup online through Self-Service at [fdtc.edu](http://fdtc.edu). From the top menu select myFDTC and you will be re-directed.

A \$25.00 late fee will be applied for each payment not received by the due date listed on the payment plan agreement signed by the student. The student's account will be frozen for any further activity until the account is brought current and any future registrations will be cancelled.

### **Sponsorships**

Tuition may be paid by sponsoring businesses and/or individuals. These arrangements vary according to the sponsor. Generally, the student will deliver a letter of guarantee from the sponsor to the FDTC Business Office.

## Financial Aid

Awarded financial aid may be applied to the tuition cost. In the event there is not enough financial aid to cover the tuition cost, the student must pay their balance by the due date. Any balance of awarded aid that is not used for tuition may be used in the FDTC bookstore to purchase books and supplies. Funds not used to offset book and tuition charges will be disbursed to the student. Disbursements are made to students approximately five weeks after the term begins.

## Tuition for SC Residents 60 and older

By South Carolina law, state-supported colleges and universities are authorized to permit legal residents of South Carolina who are 60 years of age or older when the term begins, to attend classes for credit on a space available basis without the required payment of tuition only.

## Outstanding Obligations

Any student who has a cumulative outstanding obligation (financial or other) greater than \$500 to Florence-Darlington Technical College will not be allowed to register for an additional term. The student is responsible for clearing the obligation. After the student has received three bills, the account may be placed with a collection agency and the SC Department of Revenue for collection. The debtor will be assessed the cost of collection incurred in addition to the already outstanding amount.

## Refund Policy

1. It is the policy of the State Board for Technical and Comprehensive Education that students or appropriate sponsoring agencies receive a fair and equitable refund of tuition and other institutional charges upon the student's withdrawal from the College or net reduction of credit hours. Institutional charges are defined as tuition; room and/or board; equipment and/or books and supplies, if costs are separately identified or the College requires students to purchase items from a college affiliated vendor; and fees, required of all students, or categories of students, and are related to the student's program of study, excluding items of a pass-through nature. See VA Refunds at: [fdtc.edu/military--veterans-resources](http://fdtc.edu/military--veterans-resources).
2. Except as provided in Section I, institutional charges for a semester term will be refunded at the rates detailed at this link: [fdtc.edu/tuition-fees-and-payment/refunds/](http://fdtc.edu/tuition-fees-and-payment/refunds/).
  - Students who never attend a class for which they are enrolled will be considered to have constructively withdrawn before the start of term.
  - A student's official withdrawal date is the date the student initiates the withdrawal process.



## Refund Rates (subject to change)

Withdrawal or Net Reduction of Credit Hours	Refund
<b>15-Week Session</b>	
Before the first date in term that classes are offered (start of term)	100%
1 <sup>st</sup> – 10 <sup>th</sup> day of the term	100%
After 10 <sup>th</sup> day of the term	0%
<b>12-Week Session</b>	
Before the first date in term that classes are offered (start of term)	100%
1 <sup>st</sup> – 10 <sup>th</sup> day of the term	100%
After 10 <sup>th</sup> day of the term	0%
<b>10-Week Session</b>	
Before the first date in term that classes are offered (start of term)	100%
1 <sup>st</sup> – 5 <sup>th</sup> day of the term	100%
After 5 <sup>th</sup> day of the term	0%
<b>8-Week Session</b>	
Before the first date in term that classes are offered (start of term)	100%
1 <sup>st</sup> – 5 <sup>th</sup> day of the term	100%
After 5 <sup>th</sup> day of the term	0%

## Military Tuition Assistance (TA) Return of Funds Policy

U.S. Department of Defense (DoD) Military Tuition Assistance (TA) funds are earned on a prorated basis during an enrollment period up to the 60% point for the course. The TA regulation states that a student must attend through at least the 60% point of the course in order to earn 100% of their TA funds for the period for which the funds were provided. All unearned TA funds will be returned by the College to the Military Service branch based on when a student stops attending prior to the 60% point for the course.

**NOTE:** Students will need to check with their Branch of Service to verify specific Terms and Conditions pertaining to their Tuition Assistance funds.

## 05 | Bookstore

The Lamplighter Bookstore, located on the first floor of the 5000 Building, offers students everything needed in the way of required textbooks and supplies.

Also offered for sale is an assortment of popular items such as laptops, tablets, computer and phone accessories, program uniforms, trades tool kits, collegiate apparel, gifts, and an assortment of drinks and snacks.

The Bookstore accepts Visa, MasterCard, Discover, and American Express as well as personal checks (for the amount of purchase) with proper identification. Financial aid is also available to those who qualify. The store does not cash checks.

## Hours

Monday–Thursday 8:00am–5:30pm | Friday 8:00am–11:30am

## Contact Information

Call 843–661–8325 | [webstore@fdtc.edu](mailto:webstore@fdtc.edu) | [bookstore.fdtc.edu](http://bookstore.fdtc.edu)

## Vending

Vending areas are conveniently placed on the first floor of most campus buildings. In the event that a problem occurs with a vending transaction, refunds may be obtained at the following locations:

- Health Science Building | Room F362
- 5000 Building | Bookstore
- SiMT/Corporate and Workforce Development | Front Desk
- 7000 Building | Room 7220–A

Any refund over \$2.00 must be obtained through the Campus Bookstore. A Student ID is required. Assistance is available through the Bookstore.

## Bookstore Return Policy

The last day to return books is as follows (book must be returned in perfect condition):

### All 15–week semesters

- Books must be returned within the first 10 days of the semester in order to receive 100% refund, or within 5 days of the purchase receipt. Within 11–20 days the text may be returned for a 75% refund. After 20+ days no refunds.

### All Other Semesters

- Books must be returned within the first 5 days of the semester in order to receive 100% refund, or within 5 days of the purchase receipt; within 6–10 days the text may be returned for a 75% refund. After 10+ days no refunds
- No return of bundled textbook packages in which the shrink wrap is broken, damaged, or missing. (The publisher will not issue credit unless the book is in its' original shrink wrap with the publishers' label on it.)
- No refund without the original sales receipt
- No refunds on reference books
- No refunds on exposed/damaged access codes or CDs
- Refunds will be issued in the same method used for payment. If paid with cash the bookstore reserves the right to issue a mail check or apply credit to your campus card

## Book Buyback

The FDTC Bookstore processes book buyback every day during regular business hours with the exception of the first week of class during the Fall and Spring semesters. The bookstore processes the buyback for a national wholesaler, using its database, so it solely up to the wholesaler as to whether or not a title qualifies for buyback. Using wholesaler guidelines, it is the discretion of the Bookstore employees in determining if the condition of a text qualifies it for buyback. A current Tech ID or valid driver's license is required.

## Graduation Caps and Gowns

Student graduation regalia can be picked up in the bookstore starting in the month of March each year. The bookstore pre-orders all of the gown sizes so the student simply comes into the store, tries on a sample gown, and leaves with his/her regalia in hand.

## PDRTA Bus Passes

PDRTA Bus Passes can be purchased through the bookstore starting one week prior to each term. The short-term summer pass costs \$80 and includes unlimited rides during the 10- week period. The long-term Fall/Spring 15 week pass costs \$105 and includes unlimited rides throughout that period. You may also purchase cards at an annual cost of \$200. Simply come into the bookstore to make the purchase, then present your receipt to the personnel in the Student Affairs ID room located in the 100 Building to receive your PDRTA ID card. The cards expire on the last day of exams each term and a new one must be purchased each term.

Bus route information can be obtained in the bookstore and student ID room on campus, or by clicking on the routing information tab at [pdrta.org](http://pdrta.org).

# 06 | Academics

## Academic/Student Honors

### Student Honors

Student honors and admission to any Honor Society shall be based upon the student's cumulative GPA, in addition to any other program requirements.

However, the cumulative GPA would continue to be used to calculate academic honors.  
Graduation Honors

- Cum Laude 3.50 – 3.75
- Magna Cum Laude 3.76 – 3.95
- Summa Cum Laude 3.96 – 4.00

### Dean's List

Students who complete 6 or more credit hours and attain a 3.50 GPA or above for the semester with no remedial courses will be placed on the Dean's List. Students are not eligible for the Dean's List if they are repeating courses or receive a "D" or "F" grade during the current semester.

### President's List

Students who complete 6 or more credit hours and attain a 4.0 GPA for the semester with no remedial courses will be placed on the President's List. Students are not eligible for the President's List if they are repeating courses or receive a "D" or "F" grade during the current semester.

Certificates will be emailed at the end of each semester electronically from Parchment.

## Academic Renewal Policy

Academic Renewal is only available to students who meet the following criteria:

- At least 2 years must have elapsed since the end of the semesters in which the student received grades that are to be renewed.
- Academic Renewal can only be awarded once.
- Academic Renewal will only be awarded after the student has successfully completed at least 16 non-developmental credit hours with a 2.0 GPA.
- The prior academic record will remain a part of the student's transcript, but it is not carried forward as part of a new program to which the student is admitted.
- Students with Academic Renewal are not guaranteed acceptance into a specific program. Students will not be eligible for Academic Renewal if any of the courses taken during the semesters under review have been used to meet the requirements for graduation from any other program.
- Granting Academic Renewal does not change a student's financial aid status unless specific governmental or agency laws or regulation prohibit such awards.

## Drop/Add

A student may add a course during the first three (3) days of the 15-week term and drop a course during the first ten (10) business days a 15-week term and 10-week term. A student may add a course during the first two (2) days of an 8-week term, and drop a course during the first five (5) days an 8-week term.

## Drop/No-Show

A student who does not login to their online course, and submit their first week assignment within the first four (4) days of the term, nor attend any class meeting prior to the drop date will be dropped as a No-Show.

Drop/Add dates and deadlines are published in the online catalog and course schedule. Courses may not be added or sections changed after the drop/add period.

## Withdrawal Policy

A student wishing to withdraw from a course should first consult with his/her advisor and the Financial Aid Office. If he/she withdraws from a course prior to the completion of the designated instructional day of the course, the grade recorded shall be "W".

- **Fall or Spring Semester | 15-Week Session:** Must withdraw prior to the completion of the 46<sup>th</sup> instructional day.
- **12-Week Session:** Must withdraw prior to the completion of the 37<sup>th</sup> instructional day.
- **8-Week Session:** Must withdraw prior to the completion of the 25<sup>th</sup> instructional day.

**Withdraw** — "W" Indicates that a course was officially (after filling appropriate form) dropped BEFORE the last day for withdrawal without academic penalty. No quality points are earned and it is not included as semester hours taken in computing the grade point average.

**Withdraw Failing** — "WF" Assigned AFTER the last day for withdrawal without academic penalty. The semester hours and grade attempted will be used in computing the grade point average.

An instructor may withdraw a student from the class if the student is absent for more than 10% of the total hours that the course meets in a semester. A grade of "W" or "WF" maybe assigned for students who fail to withdraw before the deadline.



All students on financial aid should contact the Financial Aid Office (located in the 5000 Building) prior to withdrawal regarding repayment of debt. ID cards must be returned to the Registrar's Office when a student completely withdraws from the college.

## **Grade Change**

Change of grade must occur with the Instructor. A change of grade can only be challenged by a student within two semesters of the semester in which the grade was assigned.

After one year has lapsed, grade changes from the previous term will not be allowed. The following grade changes may NOT be made: "W" or "WF" to any letter grade or "I".

- Grade changes are initiated by the instructor and must include a brief written explanation and justification for the change.
- The instructor and the appropriate Department Head must sign the grade change form. All changes after one year will require the approval of the appropriate VP.
- After the form is signed, it is sent to the Registrar's Office for electronic processing and filing in the student's permanent record.

## **Change of Academic Major**

Students desiring to change their program of study after enrolling should follow these steps:

1. Meet with the new advisor only (advisors are listed on the FDTC website). Advisor will determine if the student is eligible for desired program.
2. Once approved for a program change, the student must complete a Change of Curriculum form. The new program advisor must sign the form. These forms can be obtained from the advisor or from the Registrar's Office located in the 100 Building.
3. The completed form should be given to the new program divisional secretary for data entry.
4. Change of programs are effective at the beginning of terms or at the end of a term.

## **Intellectual Property Rights Policy (Policy 40-08)**

Except as specifically and expressly exempted herein or in the Procedures developed under this Policy, it is the policy of Florence-Darlington Technical College that copyrights, patents, and all other forms of intellectual property developed by any employee or student using College resources, while engaged in activity for which he/she is compensated or receiving academic credit, or which is developed under contract is exclusive property of the College. No transfer of ownership rights in copyrights, patents, or other forms of intellectual property shall occur unless the College expressly and specifically transfers the ownership rights, in whole or in part, to the employee or other party or parties. No sharing of proceeds shall be expected by the creator unless specifically agreed to by the College and in accordance with the South Carolina Ethics, Government Accountability, and 54 Campaign Reform Act of 1991 and subsequent amendments, and in accordance with SBTCE Policy and Procedure. Where there are conflicts or inconsistencies between this policy and the Ethics Act of 1991, the provisions of the Ethics Act will take precedence.

# Intellectual Property Rights Procedure (Procedure 54-07)

## Reference

**SCSB**

**Policy: 3-1-100**

**Procedure: 3-0-100.1**

## Procedure Description

**Purpose:** Florence-Darlington Technical College encourages creativity among its faculty, staff, and students. The College contributes to this activity by making available its facilities, equipment, personnel, and information resources, and by providing a procedure whereby the creator may participate in potential proceeds of his/her creation.

The intent of this procedure is to:

- encourage and recognize the creative efforts of its faculty, staff, and students, reflecting the spirit of the traditional rights of scholars with respect to the products of their intellectual endeavors.
- protect the interests of the College and the State Board for Technical and Comprehensive Education with respect to the sharing of intellectual property among the colleges and the SBTCE.
- protect the interests of the College and the State Board for Technical and Comprehensive Education with respect to the use of College resources in manners consistent with the College and SBTCE missions and the public good.
- provide for the sharing of proceeds from the commercial exploitation of intellectual property among the College, the State Board for Technical and Comprehensive Education, and the creator(s), in a manner consistent with SBTCE procedure; and in accordance with the South Carolina Ethics, Government Accountability, and Campaign Reform Act of 1991 and subsequent amendments.

**Definition:** Intellectual Property – any potentially copyrightable or patentable creation (pursuant to Title 17 or Title 35 of the U.S. Code of Laws), including but not limited to written, audio, or visual creations, inventions, or processes, whether tangible or electronic.

**Agreement:** Faculty, staff, and students who use College resources, engage in activity for which they are compensated or receive academic credit, or create work under contract, accept that the intellectual property which may result from such endeavors is owned by the College.

In limited circumstances and by prior written agreement only, Florence- Darlington Technical College may provide the creator a portion of the net proceeds from the commercial exploitation of specifically designated intellectual property. Any agreement entered into must adhere to the following terms:

- Such agreement will waive the institution's copyright to no more than class lectures, notes, or course syllabi, or to scholarly works which are not created within the scope of employment or class activities, or to scholarly works which are not created using agency resources.
- Under no circumstances will such agreement provide for a portion of the net proceeds from the commercial exploitation of intellectual property to be awarded to an employee(s) or student(s) who created the work on the institution's behalf if the material was created within the scope of his or her employment or class activities, or if the material was created by using any agency resources.
- Such agreement is fully compliant with the provisions of the State Ethics Act, Policy 8-0-102: Personal Benefit from Projects or Written Materials, and Policy 8-0-105: Ethics Requirements for Employees.
- Such agreement will not violate the provisions of the Federal Copyright Act, or any other federal law or regulation.

Intellectual property developed by a non-employee third-party consultant pursuant to the terms of a written and signed contract will generally be considered to be owned by the college, unless otherwise provided in the consulting contract. Nothing in this procedure precludes a college from entering into such a consulting contract where the parties have agreed that the non-employee consultant will own the materials upon creation.

Although the College will endeavor to observe the spirit of the traditional rights of scholars with respect to the products of their intellectual endeavors, the above decisions are at the discretion of the College.

Florence-Darlington Technical College, as a state agency, has 11<sup>th</sup> Amendment immunity from Title 17 lawsuits; however, 11<sup>th</sup> Amendment immunity does not extend to lawsuits against state employees in their individual capacities.

## 07 | Computer Usage

### Acceptable Use of Computer Resources

#### Purpose

This procedure governs faculty, staff, and student use of computer resources owned by Florence-Darlington Technical College (FDTC).

#### Procedure

**1. User agreement** — Faculty, staff, and students who use FDTC computer resources must abide by this procedure. Failure to comply may result in College disciplinary action, including suspension, termination, or legal action.

#### 2. Definitions:

**a. Computer resources** — all computer networks, computers, printers, scanners, digital cameras, personal communication devices, and other computer-related equipment owned by Florence-Darlington Technical College.

#### **b. Unauthorized access**

- any attempt to gain access to another user's password;
- any attempt to gain access to another user's programs, account, personal information – e.g., social security number, date of birth, etc. – without that user's expressed permission, unless access is needed for authorized college business purposes.

**3. Philosophy** — First and foremost, the Internet for FDTC is a business tool, provided to you at significant cost. It is expected that FDTC students, faculty, and staff use the Internet for business-related purposes. FDTC is committed to providing a wide range of computer resources to support the needs of students, faculty, and staff. The College provides access to local, national and international sources of information in an atmosphere that nurtures academic freedom, encourages sharing of knowledge, promotes the creative process, and supports collaboration in support of the College mission.

**4. Responsibility** — The use of FDTC computer resources by students, faculty, and staff is a privilege. It is the responsibility of each faculty member, staff member and student to comply with this procedure. Failure to follow this procedure will result in appropriate disciplinary action and may lead to limited or total restriction of the use of computer resources. Users are responsible for safeguarding assigned passwords and for using them only for their intended purposes. Users are responsible to not share their passwords with any other individual. The only exception is when a member of IRM needs a user's password to work on his or her account. The user must immediately change his or her password as soon as the work has been completed.

**5. Appropriate Use** — Computer resources are provided for the use of the College's students, faculty and staff. Appropriate use of computer resources by students includes instruction, study assignments, research, and class-related communication. Appropriate use of computer resources by faculty and staff is limited to uses directly related to their work. Other appropriate uses of computer resources include approved use by alumni, student employees, consultants, part-time employees, and members of the local community for the purpose of accessing college information resources.

**6. Illegal use of software** — All computer programs and files, unless they have been explicitly placed in the public domain, are private property and may not be copied or distributed without authorization. It is the policy of FDTC to conform to all copyright laws relating to computer software. The use or distribution of unlicensed or pirated software is prohibited and will be subject to disciplinary action. Students may not load any software on FDTC computers. Software not acquired by Florence-Darlington Technical College may not be installed on FDTC computers without prior, written authorization by the appropriate supervisor and the Director of Information Technology. Any installation or use of such software without approval shall constitute misuse and will subject the employee to disciplinary action. Any software that is installed on an FDTC computer becomes the property of FDTC.

**7. Changing settings on college computers** — Altering system software or hardware configurations without authorization, or disrupting or interfering with the delivery or administration of computer resources is prohibited. Failure to follow this procedure will result in appropriate disciplinary action and may lead to limited or total restriction of the use of computer resources.

**8. Electronic Mail** — Email is not to be used for personal use or gain. Use of email for personal profit, commerce, chain letters, pyramid schemes, or for political or religious use is prohibited.

**9. Other Prohibited Activities** — Any of the following constitute unauthorized use of computer resources and are expressly prohibited. Failure to comply will result in appropriate disciplinary action and may lead to limited or total restriction of the use of computer resources.

**a. Unauthorized access** (as defined in 2b)

**b. Game playing** — Unauthorized playing or downloading of games on FDTC computer resources is prohibited.

**c. E-commerce** — The College's computer resources are reserved for instructional purposes and the professional or scholastic activities of its faculty, staff, and students.

**d. The use of computer resources for personal, business, or commercial use or gain, such as posting of commercial web pages and the distribution of unsolicited advertising, is prohibited.**

**e. Harassment** — Users of college computing resources shall not use these resources to harass or stalk others, or prevent them from legitimately using the facilities. Use of electronic mail to send other users an unsolicited obscene, demeaning, and/or menacing email message constitutes harassment and is prohibited.

**f. Pornography** — The display of any kind of sexually explicit image or document on any FDTC computer is a violation of our policy on sexual harassment. In addition, sexually explicit material may not be archived, stored, distributed, edited or recorded using our network or computing resources.

**g. Tampering/viruses/worms** — Any deliberate attempt to tamper with, disrupt, delay, or endanger the operation of the college's computer resources is prohibited. The creation or propagation of computer worms, or viruses, or the distribution of electronic mail or software intended to replicate or do damage to another user's account, hardware, software, or data is prohibited.

**h. Failure to comply with staff directives** — Academic use of computing facilities has precedence over recreational use, such as use of chat rooms or bulletin boards. Failure by a student who is using computer resources for recreational use to give way to those who must do required work will result in appropriate disciplinary action and may lead to limited or total restriction of the use of computer resources.

**i. Other illegal activities** — No individual shall use college computer resources in any activity that violates federal, state, or local laws. Using, duplicating, or transmitting material without first obtaining the owner's permission, including peer-to-peer sharing of music or video, is specifically prohibited.

**10. Monitoring of Accounts** — Use of computing resources provided by FDTC is subject to monitoring for security and/or network management reasons. FDTC's computer security systems are capable of recording each World Wide Web site visit, each chat, newsgroup or email message, and each file transfer into and out of our internal networks, and we reserve the right to engage in such monitoring at any time. No FDTC computer user should have any expectation of privacy to his or her Internet usage. FDTC reserves the right to inspect any and all files stored in private areas of our network in order to assure compliance with policy.

**11. Copyright** — Users who violate any copyright declarations are acting outside the course and scope of their employment or other authority and FDTC is relieved of any legal responsibility. Users will be personally responsible and liable for such infringing activities.

## 08 | Dual Enrollment Program (High School Students Only)

The purpose of the Dual Enrollment Program is to provide quality educational experiences to thoroughly prepare high school students for post-secondary education. Students may enroll in general education courses that are approved for university transfer. These courses will help the student get a jump start on their general education requirements for his or her desired college major or program of study. Students may also enroll in technical courses, which will increase their knowledge and employability. By providing students with opportunities to acquire the knowledge necessary in today's workplace, these courses will not only prepare students for jobs but also for lifelong careers.

Dual Enrollment students are afforded the same rights and responsibilities as traditional FDTC students. This means Dual Enrollment students must adhere to all FDTC policies and may participate in all eligible services listed in this handbook.

The Dual Enrollment Office is located in the 5000 Building, Room 5313.

### Hours

Monday–Thursday 8:00am–5:30 pm | Friday 8:00am–11:30am

### Contact Information

Call 843.661.8289 | Text 843.351.1940 | [dualenrollment@fdtc.edu](mailto:dualenrollment@fdtc.edu)

### Transferability of Courses:

Check out the South Carolina Transfer and Articulation Center's website at [sctrac.org](http://sctrac.org) to see a current list of FDTC courses that will transfer to any public college or university in South Carolina.

## 09 | Online College

The Online College offers you the flexibility of taking classes from your personal computer or smart device. Internet courses provide the same quality as on-campus courses with minimal campus visits. You will need access to a personal computer, and you should be familiar with email, downloading files, and word processing. For an updated listing of our Internet courses, check out the college web site at [fdtc.edu](http://fdtc.edu).

If your personal situation, such as your job, health, or family obligations, prevent you from attending college on campus, the Online College provides you the opportunity to receive a certificate or degree and reach your educational goals. Remember, you may also take online courses even if you attend on-campus classes in other curriculums.

Online classes require almost no regular class attendance. (Students may be required to come to FDTC or other approved location for a supervised exam.) Students register for online classes just as they would for on-campus classes – see an advisor or contact the Enrollment Center for assistance. However, students “attend” by logging into their courses from a computer at home or work. Assignments are displayed in the Desire2Learn (D2L) learning management system, as are instructor's lectures, study notes, and other course materials, such as multimedia and self-assessments. Students submit assignments via the electronic drop box, they participate in online discussion groups, and take assessments within the Learning Management System. Although students must follow a schedule of assignment submission deadlines, they work at a time and a place convenient to them. Generally, students attend campus only for supervised testing or labs. Students living out of the FDTC service area may obtain a local proctor for their supervised testing.



The policy of the Online College is to offer students educational opportunities which may otherwise not be possible in on-campus programs. Online courses are not an easy way to get college credit without working. Online courses are designed to be comparable to on-campus courses in terms of subject-matter covered, course objectives, and competency testing. Although regular, on-campus attendance is not required, the student can expect to spend as much, if not more, time on course work as he/she would in an on-campus course. Success in an online course requires a high degree of self-discipline and communication skills. Online College teachers carefully monitor all students' progress. Students who are not keeping up with assignments may be withdrawn from the course.

Ask yourself the following question: "Am I a self-motivated, serious student who is willing to keep up with my assignments without letting up, and who is willing to communicate frequently with my teacher and ask for help whenever I need it?" If your answer is "Yes," Online College courses are for you, and the chances are very good that you will succeed.

- Some online classes require students to come to FDTC or other approved locations for supervised testing, labs, or other activities.

\*\* For D2L instructions refer to the Student Technologies section.

FDTC has been approved by South Carolina to participate in the National Council for State Authorization Reciprocity Agreements. NC-SARA is a voluntary, regional approach to state oversight of postsecondary distance education. For more information, please navigate to the following page: [nc-sara.org](http://nc-sara.org).

## **Student Privacy Policy**

**Number: 50-21**

**Based in Title and Policy Number: FDTC Procedure: 51-21**

### **Description**

Under Student Privacy Policy 50-21, Florence-Darlington Technical College is committed to protecting the privacy of all students, including students enrolled in distance and correspondence education courses or programs, by preserving student information according to the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, and the State Board for Technical and Comprehensive Education (SBTCE) Policy 4-4-105. All employees who work with student information are required to participate in annual FERPA training coordinated by Human Resources and adhere to the guidelines that have been established for distance and correspondence education courses or programs, which are delivered via our learning management system, Desire to Learn (D2L). In addition, students are notified annually regarding FERPA and the protection of their records.

## 10 | Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act of 1974, also known as FERPA or the Buckley Amendment, protect the privacy of student education records while allowing colleges to maintain campus safety.

FERPA requires colleges to keep education records confidential. The education records of students and formerly enrolled students consist of those records, files, documents and other materials directly related to a student that the college maintains, including digital records.

Colleges may disclose records with the consent of the student, if the disclosure meets one of the statutory exemptions, or if the disclosure is directory information and the student has not placed a hold on release of directory information.

Directory information includes: name of student, address (both local, including email address and permanent), telephone number (both local and permanent), dates of registered attendance, enrollment status (e.g. full-time or part-time), school or division of enrollment, major field of study, nature and dates of degrees and awards received, height and related information of athletic team member.

1. In accordance with The Family Educational Rights and Privacy Act of 1974 (FERPA), Florence-Darlington Technical College restricts the disclosure of information from student education records to third parties and provides students the right to review their education records. FDTC is required to notify students annually concerning their rights under FERPA.
  - A. The rights to request the amendment of the student's education records that the student believes are inaccurate. Student should write the College official responsible for the records, clearly identifying the part of the record they he/she feels is misleading or inaccurate, and specify why it is inaccurate or misleading.
  - B. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
  - C. The right to file a complaint with the U.S. Department of Education concerning alleged failures by FDTC to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office U. S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-4606k.

### 2. Forms

Release Consent Form: Under the Family Educational Rights and Privacy Act of 1974 (FERPA), FDTC is restricted as to the release of certain educational records information without the written consent of the student. The College can release certain information categorized as "Directory Information" However, students are required to fill out a release consent form if he/she wish any information other than directory information to be released.

For more information on the FERPA please visit: [fdtc.edu/fdtc/consumer-information/ferpa](https://fdtc.edu/fdtc/consumer-information/ferpa). Students who desire to give a third-party access to their records must go to the Registrar's Office in person to sign a FERPA Release Form.

## 11 | Registrar Services

The Registrar's Office is located in the 5000 Building, Room 5318.

### Hours

Monday–Thursday 8:00am–5:30pm | Friday 8:00am–11:30am

### Contact Information

Call 843.661.8090 | Fax 843.661.8386 | [registrar@fdtc.edu](mailto:registrar@fdtc.edu)

### The Registrar's Office is your resource for:

- Academic records and registration
- Official grades
- Transfer and advanced placement credits
- Graduation course substitutions

## Student Records

The Family Educational Rights and Privacy Act of 1974, also known as FERPA or the Buckley Amendment, protects the privacy of student education records while allowing colleges to maintain campus safety. Florence-Darlington Technical College restricts the disclosure of information from student education records to third parties and provides students the right to review their education records. Students receive annual notification about FERPA confidentiality requirements each year, the rights to request to view the education records within 45 days of the notification. A student has the right to request the amendment of the student's education records that the student believes are inaccurate or misleading. If the College decides not to amend the record as requested by the student, then the College will notify the student of the decision. The College maintains student records, including electronic records, in accordance with the General Records Retention Schedule for the State of South Carolina and Southern Association of Schools and Colleges (SACS).

Directory Information – Florence-Darlington Technical College may disclose, without student consent, "directory" information, such as name of student, address (both local, including email address and permanent), telephone number (both local and permanent), dates of registered attendance, enrollment status (e.g. full-time or part-time), school or division of enrollment, major field of study, nature and dates of degrees and awards received, and participation in officially recognized activities. To restrict publication of directory information, a student must notify the Registrar's Office in writing.

### Student Rights to Review Records

Students have the right to access and review their educational records maintained by the institution. This includes grades, transcripts, disciplinary records, and other personally identifiable information. Requests to review records must be submitted in writing to the appropriate office, and the institution will provide access within a reasonable timeframe, typically 45 days. Students may request corrections to any inaccurate or misleading information in their records. The institution ensures the confidentiality of student records in accordance with applicable privacy laws.

## Transcripts and Enrollment Verification

**An official college transcript is one that is sent directly from Florence–Darlington Technical College to the requestor. It bears the college seal, along with a date and official signature. Most colleges require the official record.**

Florence–Darlington Technical College (FDTC) has authorized Parchment Exchange to provide transcript ordering via the internet. It is secure and convenient – submit your request 24 hours a day, 7 days a week from any location – saving you time and paper! In accordance with the Family Rights and Privacy Act of 1974, transcripts may not be released to a third party without the written consent of the student.

**Please note: transcripts will not be processed when the college is closed, including holidays and weekends.**

- Florence–Darlington Technical College no longer accepts paper transcript requests at the front window or through the mail from students or alumni.
- The cost of each transcript order is \$8.00 for an electronic copy and \$8.00 for a paper copy.
- Electronic transcripts cannot be forwarded to a second party.
- You must resolve any outstanding balance owed to the college before your official transcript can be issued. If your transcript is denied due to financial obligations, it is your responsibility to submit a new request when your account is settled in the Business Office.
- Requests for transcripts of courses taken at other institutions must be directed to the issuing institution.
- Partial transcripts are not released. Only complete transcripts reflecting all coursework are issued.
- FDTC does not fax transcripts.

**How to use Parchment Exchange to request your transcript (Please read ALL instructions carefully!):**

1. Create an account, then order your transcript.
2. Choose desired options to have your transcripts sent after your final grades or degrees are posted.
3. Choose a destination where you desire the transcript to be sent (from the menu drop down arrow)
4. Pay online –\$8.00 fee per transcript – and you’re done.
  - Only complete transcripts reflecting all coursework are issued.
  - Explanations for transcript content and terminology can be found in the college catalog.
  - For any student transcripts prior to 2000, please allow extra processing time. These transcripts will be processed within three business days.

**Click here to order a transcript: [parchment.com/u/registration/71336/institution](https://parchment.com/u/registration/71336/institution)**

Unofficial transcripts are available free of charge to current students on **Student Self–Service** at [my.fdtc.edu](https://my.fdtc.edu) under the Student menu. (Please note, former students do not have access to unofficial transcripts.)

## **Verification of Enrollment**

All enrollment verifications are provided by the National Student Clearinghouse. To obtain an enrollment verification please log in to Self-Service, locate Academic Profile, and select Enroll Verify. You will now be able to view and print your official enrollment verification.

## **Change of Name or Address**

Students can make updates by logging into Self-Service and making changes under student's profile.

A student can only change their name by coming to the Registrar's Office (located in the 5000 Building, Room 5318 on the main campus) providing a legal name change document.

## **Graduation**

### **Requirements**

All candidates for graduation must meet the following requirements:

1. Complete all required courses specified in the curriculum.
2. Fulfill all financial obligations to the College.
3. Achieve a cumulative final GPA of 2.0 for all courses presented as meeting a program's course requirements.
4. Earn at least 25% of the total credit hours of his/her curriculum at FDTC. Exceptions can be made only by the Vice President for Academic Affairs.

Candidates for graduation must file an application for graduation with the Registrar's Office at the beginning of the semester in which curriculum requirements will be completed. A \$40 fee is required when the application is filed. If more than one degree, diploma, or certificate is earned by a student in any one semester, a separate application must be filed for each.

### **Commencement Exercises**

Commencement exercises are held at the end of each Spring Semester. Fall graduates and potential Summer graduates (with 12 hours or less to complete) may participate in the May exercises.

### **Invitations, Caps and Gowns**

Graduation invitations can be ordered through the College Bookstore. Although the cost of a cap and gown is included in the graduation fee, students must report to the bookstore to be fitted during the month of February.

### **College Rings**

Information for ordering College rings may be obtained through the bookstore at any time. Twice a year (generally October and February) a ring vendor representative is on campus to show rings and take orders. A deposit is required to order a ring, and a payment plan may be offered. Rings will be delivered to the students' home, C.O.D., within 10-12 weeks after the order is placed.

## 12 | ADA and Health Services

### Health Services

#### Medical Emergency and Accident Insurance 8:00 am – 11:00 pm

1. All students are provided with accident insurance coverage while on College property and/or during College sponsored and supervised activities.
2. To report a medical emergency during normal business hours (accidental injury or sudden illness), call Security at Ext. 8210 on the main campus or Ext 8510 at the Health Sciences Campus, or dial "0" and request assistance in locating either the appropriate Security or College personnel. After 4:30 p.m. contact the Security number(s) listed above.
3. Stay with the individual until the appropriate Security or College personnel arrives to collect vital information for the Accident Report as needed.
4. Students are responsible for filing any necessary insurance claims related to accidents that occur on campus or during clinical assignments. This includes completing all required forms and submitting appropriate documentation in a timely manner to ensure eligibility for coverage under the College's accident insurance policy. Insurance information will be provided to the student, who must then file the accident claim form. In the event of an emergency, medical services are available at McLeod Regional Medical Center, and emergency transportation is provided by the local EMS operating within your county.

**Please note:** The College's accident insurance serves as *secondary coverage* and applies only after the student's *primary* insurance has been billed and has paid.

Students who are injured during clinical assignments may be covered under Florence-Darlington Technical College's *Workers' Compensation* policy. In such cases, students must contact the Human Resources Department immediately to initiate the appropriate reporting and claims process.

#### Campus Security Assistance 8:00 a.m. – 11:00 p.m.

1. Call Campus Security at Ext. 8210 or switchboard at "0" to report the incident before 4:30 p.m. Call Security after 4:30 p.m.
2. Identify yourself and the injured person when reporting the incident, providing as much detail as possible.

#### Telephone Emergencies

1. Telephone emergency calls are referred to the VP of Student Services Office at Ext. 8110 until 4:30 p.m. After 4:30 p.m., call Campus Security at Ext. 8210 (main campus and auxiliary sites) or at Ext. 8510 (Health Sciences Campus).
2. Telephone emergency messages are delivered to students only in the case of extreme emergencies (i.e. fire, death, severe accident, etc.).
3. If it is determined that the call is not an extreme family and/or medical emergency, the caller will be informed that College procedures do not permit an interruption of a class to leave a message for a student.
4. If it is determined that the call is an extreme emergency, the student will be immediately notified.



## Pregnant and/or Parenting Students

Refer to the Title IX section.

## Lactation Room

The purpose of the Lactation Room is to provide a safe, welcoming place for nursing mothers to pump milk or breastfeed. Lactation Rooms are located in the following buildings:

- Main Campus | 100 Building | Room 111A
- Health Science Building | Room 178

## AIDS and Related Conditions

It is the policy of Florence-Darlington Technical College to ensure that employees and students with AIDS, AIDS Related Complex (ARC) and Human Immunodeficiency Virus Infection (HIV) continue their active employment or enrollment as long as they are able to meet acceptable academic and work performance standards.

Supervisors, employees and students will be sensitive to the special needs and concerns of employees and students with such conditions, but generally should ensure that they are treated no differently than other employees or students.

Strict confidentiality of information and communication will be maintained regarding any aspect of actual or suspected AIDS, ARC, or HIV situations.

In each situation involving known cases of AIDS or related conditions, consultation with appropriate public health officials will take place.

## Services for Students with Disabilities

Office of Student Disability Services is located in the 100 Building, Room 111.

### Hours

Monday–Thursday 8:00am–5:30pm | Friday 8:00am–11:30am

### Contact Information

Call 843.661.8124 | [accommodations@fdtc.edu](mailto:accommodations@fdtc.edu)

Florence-Darlington Technical College will make every effort to meet the needs of students with disabilities by providing reasonable accommodations for an equal access education.

After admission to FDTC, students requesting assistance must self-identify and provide a current IEP, 504 or current medical documentation (within the last three years). Medical documentation should include a diagnosis, prognosis, restrictions or limitations that the disability might dictate, as well as specified reasonable accommodations.

A qualified individual with a disability is an individual who has a physical, mental, or sensory impairment that substantially limits one or more major life activities, has a record of such impairment, or is perceived to have such impairment. It is recommended that students notify ADA Office of Student Disability Services of special accommodation needs at least 30 working days prior to the first day of class. This notification will help ensure quality, availability, and provision of the services needed in a timely manner. Additional information concerning students with disabilities as well as other information pertaining to ADA can be found on the National ADA site: [ada.gov](http://ada.gov).

## **Students have the right to:**

1. Expect all disability-related information to be treated confidentially.
2. Receive appropriate accommodations in a timely manner from faculty and ADA Student Disability Services. Students should have the opportunity to meet privately with faculty to discuss needed accommodations and any other concerns. Please keep in mind that ADA Services is the only office designated to review disability documentation and determine eligibility for appropriate accommodations.
3. Appeal decisions regarding accommodations and auxiliary aids.

## **Students have the responsibility to:**

1. Provide ADA Student Disability Services with appropriate documentation of the disability.
2. Go to the instructor's office hours or make an appointment with the instructor to facilitate privacy when requesting accommodations.
3. Initiate requests for specific accommodations in a timely manner, preferably early in the semester.
4. Follow procedures with faculty and ADA Student Disability Services in order to get the appropriate accommodations.
5. Inform ADA Student Disability Services of the materials you need in the alternate format as soon as possible.
6. Notify faculty/ADA Student Disability Services immediately (preferably within 48 hours) when an accommodation is not being provided completely or correctly.
7. Notify faculty/ADA Student Disability Services immediately when a decision has been made to not use an accommodation or the accommodation is no longer needed.
8. Act as your own advocate. Use resources on campus to assist with developing advocacy skills and communicating your specific needs and accommodations to faculty.

## **Testing Students with Special Needs or Disabilities**

Special testing services may be provided for individuals with identifiable special needs. With acceptable documentation, the Testing Center may accommodate students with disabilities such as vision, hearing, speech, mobility, and learning. If you are interested in these services, contact the Testing Center or the ADA Office of Student Disabilities.

## **Service Animals**

**Policy Reference Number: 3-2-107**

**Procedure Number: 3-2-107.1**

**The South Carolina Technical College System** is committed to providing equal access to employment and educational opportunities for persons with disabilities. In keeping with these commitments, service animals are permitted on college property for persons with disabilities in accordance with relevant state and federal laws and the requirements of this procedure.

## **Purpose**

Service animals are allowed to accompany their handlers at all times and in all facilities and programs on campus, except in areas where specifically prohibited due to health, environmental or safety hazards (e.g. laboratories, mechanical rooms, machine shops, custodial closets, and areas where there is a danger to the animal.) The College may not permit service animals when the animal poses a substantial and/or direct threat to health or safety or when the presence of the animal constitutes a fundamental alteration to the nature of the program or service. The College will make those determinations on a case-by-case basis in alignment with current state and federal laws.

## **Service Animal Defined**

“Service Animal” means any dog individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability, and meets the definition of “service animal” under Title III of the Americans with Disabilities Act (“ADA”), regulations at 28 CFR 36.104.

## **Handler’s Responsibilities**

### **Registering a Service Animal**

While registering a service animal is not mandatory, students who wish to bring a service animal to campus are encouraged to contact the Office for Students with Disabilities at their College, especially if academic accommodations are required.

### **Service Animal Control & Behavior Requirements**

Handlers are expected to maintain control of service animals. Failure to maintain control of the service animal at all times may be grounds for immediate removal of the service animal from campus.

- Service animals can be controlled through the use of leashes, harnesses, or tethers unless those devices interfere with the service animals’ ability to perform tasks or unless the handler has a disability that prevents him/her from using such a device.
- The service animal should respond to voice or hand commands at all times and be in full control of the handler.
- To the extent possible, the service animal should be unobtrusive to other individuals and the learning, living, and working environment.

### **Vaccinations**

Service animals should be vaccinated in accordance with state and local laws.

- FDTC requires proof of the Rabies Certificate to be turned in annually to the ADA Office of Student Disabilities.

### **Waste Cleanup**

- Cleaning up after the service animal is the sole responsibility of the handler.

### **Costs Associated with Service Animal**

- Cleaning up after the service animal is the sole responsibility of the handler. Costs Associated with Service Animal
- Handlers are responsible for any costs, damage or injuries caused by their animals and must take appropriate precautions to prevent property damage or injury.

## 13 | Student Life

The College believes that the provision of a viable and effective student activities program serves to complement academic instruction, which ultimately facilitates the development of the total student.

The Office of Student Life is intended to provide leadership opportunities, establish supplemental learning experiences, and encourage group interaction among on-campus and distance learning students. This is accomplished through student governance, student organizations, planned activities, and appointments to College committees.

The Student Life Office is located in the 100 Building, Room 110A.

### Hours

Monday–Thursday 8:00am–5:30 pm | Friday 8:00am–11:30am

### Contact Information

Call 843.676.8590 | [studentlife@fdtc.edu](mailto:studentlife@fdtc.edu)

### Student Lounge

The Student Lounge, located on the first floor of the 5000 Building, provides facilities for activities, events, student and peer-based study sessions, as well as space for community outreach and informational sessions. The Lamplighter Bookstore, Student Lounge and Cafeteria are all located on the first floor. The Student Lounge is under the supervision of the Director of Student Life.

### Student Ambassadors

Orientation is the process of assisting new students through the transition necessary for a successful college experience. Student Ambassadors help implement this process by providing new students with an introduction to the Florence–Darlington Technical College (FDTC) campus and its resources.

Student Ambassadors also assist with a variety of activities as well as fundraising projects and special events, which include:

- Registration
- (2) Annual Blood Drives
- Calendar Activities
- Special Events as needed

### Student Organizations on Campus

There are a variety of student organizations on campus available to students. Many organizations are open to all students while others are program specific. Students interested in becoming involved in a student organization should contact the Student Life Office.

#### Organizations open to all students

- Alpha Chi Pi Chapter of Phi Theta Kappa (National Honor Society)
- Chess Club
- Crochet Club
- Student Government Association (SGA)–Officer elections held annually during fall semester.

## Organizations open to students by program

- Alpha Beta Gamma (Radiology)
- South Carolina Early Childhood Association
- Southern Organization of Human Services Education
- Student American Dental Assistants Association
- Student American Dental Hygienists Association
- Student Nurses Association
- Scrub Club (Surgical Technology)

For additional information concerning Student Organization Charter Approval, Guidelines for College Organizations and Student Fundraising Projects, please visit the Student Life Office and/or the Student Life page of the FDTC website at [fdtc.edu/campus-life/student-organization-application](https://fdtc.edu/campus-life/student-organization-application).

## Athletics

Florence-Darlington Technical College fields two Junior College Athletic Association Teams, men's baseball and women's fast pitch softball. Both will play an abbreviated fall scrimmage schedule as well as a full spring season. FDTC Baseball and Softball competes in Division I Region 10 of the NJCAA.

Florence-Darlington Technical College is committed to the development of our student athletes both in the classroom and on the field. For further information about FDTC Athletics visit [stingerathletics.com](https://stingerathletics.com), or contact the Athletics Office, 843.661.8292 for softball and 843.661.8291 for baseball.

## 14 | Career Services (Student Employment Services)

The Career Services Office is located in the 100 Building, Room 110A.

### Hours

Monday–Thursday 8:00am–5:30pm | Friday 8:00am–11:30am

### Contact Information

Call 843.661.8196 | [careerservices@fdtc.edu](mailto:careerservices@fdtc.edu)

It is the policy of Florence-Darlington Technical College to provide job placement services designed to meet the needs of students, graduates/alumni, and employers.

### Purpose

The Career Services Department at Florence-Darlington Technical College assists students in securing employment upon graduation from their certificate, diploma or degree program, as well as assists employers in their search for new and qualified employees.

### Procedure

Student employment services are offered to graduates and currently enrolled students in the following order of priority:

1. First Priority is given to those most recently completing a diploma or degree program to the satisfaction of the institution.
2. Second Priority is given to graduates of the institution who are unemployed or are seeking a change in employment.

Students presently enrolled and interested in part-time jobs or internships are assisted in obtaining employment as long as they remain enrolled and are making satisfactory progress towards a certificate, diploma or degree. General employment opportunities are posted on the college website. For program specific employment the student and/or graduate would need to contact the Office of Career Services.

### **Services Offered to Graduating Diploma, Degree and Certificate Students**

- Resume, Cover Letter Preparation, and Interview Techniques are provided to students.
- Job Fair is held during the fall/spring of each year. All graduates registered to receive employment assistance, as well as students currently attending Florence-Darlington Technical College, are invited to attend.
- Reciprocal Agreement is extended to graduates of any credited program from any South Carolina Technical College. Applicants must abide by the regulations of the receiving college and meet eligibility requirement and/or proof of graduation.

Although employment cannot be guaranteed, efforts are made to assist students in obtaining employment and helping to make their search for employment a success. It is the responsibility of the prospective graduate to see that credentials are filed with the appropriate counselor, if the prospective graduate desires employment assistance.

## **15 | Veterans Resource Center**

The Veterans' Resources Office is located in the 5000 Building, Room 5322

### **Hours**

Monday–Thursday 8:00am–5:30pm | Friday 8:00am–11:30am

### **Contact Information**

Call 843.661.8144 | [veteranservices@fdtc.edu](mailto:veteranservices@fdtc.edu) | [fdtc.edu/military--veterans-resources](http://fdtc.edu/military--veterans-resources)

### **Veterans Affairs Educational Assistance**

FDTC is approved for training under Title 38 of the U.S. Code for Chapter 30 Montgomery GI Bill® – Active Duty Educational Assistance, Chapter 1606 Montgomery GI Bill® – Selected Reserve Educational Assistance, Chapter 31 Veteran Readiness and Employment, Chapter 33 Post 9–11 GI Bill®, & Chapter 35 Survivors' and Dependents' Educational Assistance.

In order to register for classes, all veterans must provide the school with complete admission information. The veteran assumes full responsibility when registering for courses which he or she may have previously taken. All students receiving VA Educational Assistance from VA Regional Processing Office are responsible for immediately notifying the School Certifying Official of any changes in their curriculum and/ or their credit hour load during a semester. Generally, the VA Regional Processing Office will not allow payment for courses not counted toward graduation requirements. The student will be responsible for reimbursing the VA Regional Processing Office if an overpayment situation occurs.

Certification of a class schedule, by the School Certify Official, is necessary every semester in order for eligible veterans, service persons, reservists, and dependents to receive educational assistance from the Regional Veterans Affairs Processing Office.

To determine Veterans Affairs Educational Assistance eligibility, call the VA Regional Processing Office at 1-888-442-4551 and press 0 to speak with an Education Case Manager. Additional information may be found at the VA website: [va.gov](http://va.gov).



## **Refund Policy for Veterans and Eligible Non-Degree Persons Under Title 38 U.S. Code**

Advance payment of fees and other charges by eligible persons under Title 38 U. S. Code who fail to enter, withdraw, or who are discontinued prior to completion of the course, will be refunded in an amount which does not vary more than 10% from the exact pro-rata portion of such fees and other charges that the length of the completed portion of the course bears to its total length. The exact pro-rata will be determined by the ratio of number of days of instruction completed by the veteran to the total number of instructional days in the period for which advance payments have been made.

## **Veterans Administration Certification for Online Courses**

In order to meet V.A. certification requirements for off-campus courses such as Practica, Internships/Externships and residencies, as well as courses offered via the Internet or other modes of distance learning Florence-Darlington Technical College acknowledges that these courses are part of the college's approved curriculum, are directly supervised by the college, are measured by the same unit as other courses, are required for graduation, and are part of a program of study approved by the State Approving Agency. The college requires that the faculty teaching these courses use a grading system similar to the grading system used in resident courses and include statements in the course syllabus that indicate that appropriate assignments are needed for the completion of the course and that the student is expected to demonstrate, at least once a week, that he/she is actively involved in the class. Examples of activities that can be used to demonstrate this involvement include, but are not limited to, the following: posting/receiving emails, participating in online class discussions and class chat rooms, and completing and submitting course assignments. Further, the college requires that these courses have schedules of time for training and instruction which demonstrate that students shall spend at least as much time in preparation, instruction, and training as is normally required by the college for its resident courses.

## **Department of Defense (DoD) Voluntary Education (VoLED) Institutional Compliance Program**

In accordance with paragraph 3.j.(3) of the DOD MOU, the Office of Admissions at Florence-Darlington Technical College does not engage and bans all forms (i.e., phone calling, emailing, texting, or in-person) of high-pressure recruitment tactics to secure the enrollment of Service

### **Service Members:**

Florence-Darlington Technical College will instruct its personnel to direct eligible Service members to obtain approval from an Educational Services Officer (ESO) or military counselor prior to enrolling at our institution.

### **Military service obligations:**

Florence-Darlington Technical College is committed to supporting Service members and reservists. Students who are temporarily unable to attend classes or must suspend their studies due to military service obligations will be granted readmission to their academic program upon their return. To qualify for readmission under this policy, students must provide official documentation of military orders as verification of their service requirements.

## 16 | Student Resources

### CCAMPIS (Child Care Access Means Parents in School Program)

The CCAMPIS Office is located in the 100 Building, Room 106.

#### Hours:

Monday–Thursday 8:00am–5:30pm | Friday 8:00am–11:30am

#### Contact Information:

Call 843.413.2706 | [ccampis@fdtc.edu](mailto:ccampis@fdtc.edu) | [fdtc.edu/ccampis](http://fdtc.edu/ccampis)

#### Program Overview

CCAMPIS assists low-income, new or enrolled students at FDTC with child care expenses so they can persist and graduate. The program includes:

- Workshops on parenting, finance, and employment.
- Support for both on-campus and approved off-campus daycare

#### Eligibility Requirements

##### Participants must:

- Be enrolled for the entire semester.
- Apply each semester.
- Use 10 or more hours/week at an approved daycare.
- Attend two (2) workshops per semester.
- Complete an annual survey and post-graduate survey.

#### Documentation Required

- Current course schedule.
- FAFSA and Pell Grant eligibility confirmation.
- Academic standing: Minimum 2.0 GPA, no academic suspension.
- Income-based eligibility: Based on federal guidelines for low-income households.

#### Forms to Submit:

##### New Students:

1. Application
2. CCAMPIS Eligibility and Consent Form
3. Verification Form
4. CCAMPIS Approved Daycare Facilities List

##### Returning Students:

1. Recertification Form
2. Verification Form

## Child Care

FDTC's Child Development Center is located in the 900 Building at the rear of the campus. The Center offers the Head Start Program for children ages 3-4, Monday through Thursday 7:30am-5:00pm. Students must be enrolled in a minimum of 6 credit hours to take advantage of this program.

Eligibility for the Head Start program is based on age and income guidelines. For more information on the Head Start Program, contact the Family Advocate at 843-676-8520.

All children must have the following documentation submitted before being approved to receive childcare services on campus: birth certificate, social security card, SC immunization certificate, proof of family income, proof of insurance, and birthdates/social security numbers of all household members.

## Honorlock

Honorlock is an online proctoring service that allows you to take your exam from the comfort of your home. You **DO NOT** need to create an account, download software or schedule an appointment in advance. Honorlock is available 24/7 and all that is needed is a computer, a working webcam and microphone, and a stable Internet connection.

To get started, you will need Google Chrome and to download the Honorlock Chrome Extension. You can download the extension at [honorlock.com/extension/install](https://honorlock.com/extension/install).

When you are ready to test, log into D2L, go to your course, and click on your exam. Clicking **Launch Proctoring** will begin the Honorlock authentication process, where you will take a picture of yourself, show your ID, and complete a scan of your room. Honorlock will be recording your exam session by webcam as well as recording your screen. Honorlock also has an integrity algorithm that can detect search-engine use, so please do not attempt to search for answers, even if it's on a secondary device.

Do your best! Honorlock support is available 24/7/365. If you encounter any issues, you may contact Honorlock by live chat, phone (844.243.2500), and/or email ([support@honorlock.com](mailto:support@honorlock.com)).

**If you encounter issues within D2L, you may contact the FDTC Online College:**

Call 843.661.8123 - Option 1 | [d2l@fdtc.edu](mailto:d2l@fdtc.edu)

**After hours contact information:**

Call 843.661.8326 and leave a message | Text 843.250.7193 | [bob.garand@fdtc.edu](mailto:bob.garand@fdtc.edu)

Make sure you include your name, ID number, and a brief statement of the assistance needed and we will make every effort to contact you as soon as possible, including nights and weekends.

## Library

The libraries are located on the Main Campus (200 Building) and the Health Sciences Campus (HSC) (2nd Floor – Room F211).

### Main Campus

Wellman, Inc. Library | 200 Building | Rooms 207 & 208

**Hours** Monday–Thursday 8:00am–5:30pm | Friday 8:00am–11:30am

**Contact Information** Call 843.661.8034 or 843.661.8032 | [fdtclibrary@fdtc.edu](mailto:fdtclibrary@fdtc.edu)

### Health Science Campus (HSC)

Segars Library | Room F211

**Hours** Monday/Wednesday 8:00am–5:30pm | Tuesday/Thursday 8:00am–2:00pm | Closed Fridays

**Contact Information** Call 843.661.8575 | [fdtclibrary@fdtc.edu](mailto:fdtclibrary@fdtc.edu)

Florence–Darlington Technical College (FDTC) Libraries support the College’s mission by providing access to high-quality resources, which are 99% electronic, innovative services, and welcoming facilities that promote creativity, intellectual curiosity, and the development of knowledge.

The Wellman Library is located on the main campus, and the Segars Library serves the Health Sciences Campus. Students, faculty, and staff at the Hartsville, Lake City, and Mullins sites enjoy 24/7 online access to the full range of library resources.

With proper identification, users can access digital resources and connect with professional librarians at any time. The online catalog includes selected textbooks, print books, databases, e-books, anatomical models, and streaming video content. Customized online subject guides provide targeted access to academic information, tutorials, and citation support.

FDTC Libraries offer a variety of essential services, including course reserves, information literacy instruction, individual and group research support, and access to printing, copying, and scanning facilities. The technology lending program features laptops, calculators, and mobile hotspots. Quiet study spaces, collaborative group areas, and audiovisual viewing rooms support a wide range of learning and research needs.

Knowledgeable library staff are available to assist with instructional and research support for both faculty and students.

FDTC Libraries are proud members of PASCAL (Partnership Among South Carolina Academic Libraries), a consortium of fifty-six academic libraries across the state. This membership allows students and faculty to borrow materials from partner institutions.

Need help? Library staff can assist you in finding, requesting, and using resources for assignments and research.

## Tutoring Services

Florence-Darlington Technical College offers free tutoring services to students for most academic subjects. Tutors can also assist with general study skills, time management, and note-taking skills that will help students in all of their courses. Students also have access to computers, printers, Internet sites, instructional resources, and other supplemental tools and instruction.

### In-Person Tutoring

In-person tutoring is available on the main campus as well as the satellite campuses.

### Virtual Tutoring

While in-person tutoring is available, we will continue to offer tutoring sessions virtually, if requested by the student. Virtual tutoring sessions will be conducted through an online meeting platform WebEx. For best results, students requesting virtual tutoring should have a stable high-speed internet connection.

Email [perkinscte@fdtc.edu](mailto:perkinscte@fdtc.edu) for current information and scheduled hours.

To book an appointment use the following link to visit the homepage for the Academic and Career Advising Center: [fdtc.edu/academic--career-advising-center](http://fdtc.edu/academic--career-advising-center)

## Pathways to a Brighter Future

The Pathways Center is located in the 100 Building, Room 102.

### Hours

Monday–Thursday 8:00am–5:30pm | Friday 8:00am–11:30am

### Contact Information

Call 843.661.8038 | [pathways@fdtc.edu](mailto:pathways@fdtc.edu)

The Pathways to a Brighter Future Program provides tutoring and academic and career counseling for first-time freshmen enrolled in STEM and Healthcare programs. Pathways was designed to provide a “fast track” to graduation, allowing participating students to earn a degree or certification 150% faster than the average FDTC graduate.

## Perkins Grant Program

The Perkins Program is located in the 300 Building, CTE Academic and Career Advising Center.

### Hours

Monday–Thursday 8:00am–5:30pm | Friday 8:00am–11:30am

### Contact Information

Call 843.661.8291 | [perkinscte@fdtc.edu](mailto:perkinscte@fdtc.edu)

The Perkins Grant Program is a student support service program funded by the Carl D. Perkins Vocational Technical Education Act. It is designed to provide supplemental academic and enrichment services for Florence-Darlington Technical College students in the career and technical curriculum program areas. This will increase emphasis on the enrollment and retention of students in non-traditional program areas and special populations. The following services are provided to Perkins IV Grant participants:

- Academic and Career Advisement (Online and In-Person)
- Tutorial Assistance (Online and In-Person)
- Enhanced Career Opportunities
- Workshops/Focus Groups (based on student need)



## Scholarships

Refer to the Financial Aid section.

## Stingers Nest Food Bank

The mission of the Stingers Nest Food Bank is to help provide for the needs of our students by gathering and sharing quality food with dignity and compassion. The Stingers Nest Food Bank began in 2016 as the result of a shared vision of the FDTC community after recognizing the need in this area for our students. The food bank offers free food and groceries to all students.

### Process:

This is a pro-choice food bank and every student is eligible to utilize it. Limitations may vary. Contact the Office of Student Life and Career Development at 843.676.8590 or visit the 100 Building, Room 110A for additional information.

## TRiO Student Support Services (SSS) Program

The SSS Office is located on the first floor of the 5000 Building, Room 5101.

### Hours

Monday–Thursday 8:00am–5:30pm | Friday 8:00am–11:30am

### Contact Information:

Call 843.661.8367 | Fax 843.676.8566

Student Support Services (SSS) is a TRIO Program funded by the U.S. Department of Education, and administered through Florence–Darlington Technical College (FDTC). The Student Support Services Program provides access and opportunity to programs and services that assist students with achieving their educational and career goals. The program has three main goals: Retention, Graduation, and Transfer to four-year colleges/universities for interested students.

FDTC offers certificate, diploma, and associate’s degree programs. Students enrolled in any of these programs are welcome to apply. Students interested in applying to the SSS Program must be enrolled at FDTC. Additionally, applicants must meet federal educational or income level guidelines and have a diagnosed documented disability.

To support its participants, Student Support Services offers the following programs and services:

- Academic and Personal Counseling
- Academic Advising/Coaching
- Awards and Recognition Programs
- Career Assessments
- Cultural Enrichment Opportunities
- College Admissions Information and Transfer Assistance
- Financial Aid Counseling and Assistance
- Supplemental Grant Aid
- Tutorial Support
- Workshops/Seminars (academic success, interviewing and resume writing, student empowerment, life skills, time-management, study/test-taking skills, financial aid, financial literacy, leadership)

### How can I become a Student Support Services Participant?

Students can apply for participation in the Student Support Services (SSS) Program once they are accepted and enrolled at Florence–Darlington Technical College (FDTC).



## WellSpring Psychology Group

WellSpring Psychology Group provides professional counseling services for our students, with a licensed professional counselor. Please contact Liz Roseman at 843.536.1182 and specify that you are from FDTC.

- FDTC students receive 6 free visits if they do not have health insurance to cover mental health services.
- Appointments must be scheduled in advance, as Wellspring staff will only be available for scheduled appointments.
- Appointments can be scheduled any day of the week (limited evening appointments available).
- Appointments are scheduled with a clinician whose experience would best meet the needs of the student.
- FDTC staff can call with referrals, however, the student must be the one to schedule the appointment (when Wellspring receives the referral, they will follow up with the patient).
- An appointment must be scheduled to meet with a clinician; Wellspring staff will not be on campus during the week unless an appointment is scheduled.

**Suicide & Crisis Lifeline: Call or text 988 or chat online at [988lifeline.org](https://988lifeline.org)**

### **South Carolina Mobile Crisis Team:**

If you or someone you know is experiencing a mental health crisis, contact DMH's Mobile Crisis Team, statewide, toll-free, 24/7.

**Mobile Crisis Access Phone Line: 833.364.2274**

**Crisis Text: Text Hope4SC to 741741**

**Email: [mobilecrisis@scdmh.org](mailto:mobilecrisis@scdmh.org)**

# 17 | Student Technologies

## Student Email

Our primary method of communication with you is through your FDTC email account. Your college supplied email account also provides you with free access to online versions of Microsoft Word, Excel, PowerPoint, Outlook, and OneDrive to save documents, pictures and music, as well as the option to download the Office suite to your computer, tablet, and mobile device.

## Self-Service

Your Self-Service account can be used to:

- register for classes
- check financial aid status
- review your billing account
- check your schedule
- review your degree plan
- pay your bill with a credit card
- request a transcript

Stay informed with your FDTC Email and WebAdvisor/Self-Service accounts.

## Setting up your FDTC Student Account / Forgot my Password

Need to know your FDTC Email Address?

Need to setup your FDTC Account?

Forgot the password for your FDTC Account?

Need to setup Microsoft Authenticator App?

Visit [fdtc.edu/technical-support](https://fdtc.edu/technical-support) or click **Technical Support** from our website for answers to these and many other common issues.

## Desire2Learn (D2L)

If you are taking an Internet course (Desire2Learn), please take note of the following procedures:

- Visit the FDTC website at [fdtc.edu](https://fdtc.edu)
- Click on Desire2Learn under Quick Links or Students
- Use your Username (Firstname.Lastname1@student.fdtc.edu) and Password to log in
- You must log in to all your courses in Desire2Learn, and complete any initial attendance requirements/assignments during the first week of class, or you will be turned in as a No Show
- You must log in at least once every 48 hours to avoid being withdrawn for non-participation
- Refer to the syllabus for instructions and requirements for online courses

You should contact the Online College immediately if you are having difficulty with access to any of your courses: 843.661.8123 Option 1 or 843.250.7193 (after hours/weekend support) or [d2l@fdtc.edu](mailto:d2l@fdtc.edu).

## Faculty Absences

Students will generally be notified via their learning management systems (for example, D2L) regarding faculty absences. Please refer to faculty for details.

## Computer Lab

Students may gain access to computers in the Open Computer Lab located in 7130. Students must have appropriate identification, valid FDTC ID card, to utilize services.

Monday–Thursday | 8:00am–8:00pm | Friday 8:00am–11:30am | Sunday 1:00pm–8:45pm

## 18 | Security and Parking Services

### Hours

Monday–Friday 7:00am–11:00pm

### Contact Information

Main Campus | 843.661.8210 or ext. 8210

SiMT | 843.413.2810 or ext. 2810

Health Science Campus | 843.676.8510 or ext. 8510

Officer in charge | 843.495.6705

Director of Campus Security | 843.687.0964

[campussecurity@fdtc.edu](mailto:campussecurity@fdtc.edu)

*Please program these numbers in your mobile phone*

Florence–Darlington Technical College’s Campus Safety Department provides a 24-hour-a-day, year-round security and safety program.

Members of the department are under the guidance and control of the Director of Physical Facilities. Officers work eight-hour shifts to perform their duties, which include:

- Preventative patrol of grounds and buildings
- Emergency medical assistance
- Incident investigation and reporting
- Hazard control
- Crime prevention
- Parking and traffic management
- Special services including noise and nuisance control, security escorts, and any other needs associated with the quality of life, safety, and security of those on campus.

### Parking

Every vehicle brought on campus is required to have either a parking decal or temporary permit. Students are permitted to park in the areas designated as Student Parking only. Students who park in areas outside of their assigned area will be cited with a parking violation and fined.

### Parking Decals

- Student vehicles may be registered during Orientation/Registration days at the station set up for that purpose. After classes begin, students may obtain their parking decals from Security at the Guard Station located at the Main entrance to the campus, the Security Office (Room 116) at the SiMT Bldg., the Security Office at Health Sciences Campus (Monday to Friday during normal hours of operation).
- Parking decals/stickers must be clearly visible from the outside rear, and must be permanently displayed on the left rear bumper or bottom left corner of rear glass of the cars.

## Temporary Parking Permits

Students who must drive an alternate vehicle (not registered with FDTC) onto the FDTC campus are required to obtain a temporary parking permit (valid for up to 10 days) from Security at the Guard Station located at the Main entrance to the campus, the Security Office (Room 116) at the SIMT Bldg., the Security Office at Health Sciences Campus (Monday to Friday during normal hours of operation) prior to parking their vehicles on campus.

## Parking Appeals

Appeal forms can be obtained from Physical Facilities and Security at the Guard Station located at the Main entrance to the campus, the Security Office (Room 116) at the SIMT Bldg., the Security Office at Health Sciences Campus (Monday to Friday during normal hours of operation). Send completed Appeal Form to Director of Physical Facilities (Shipping and Receiving building). Even though an appeal is pending, the ticket must be paid within five (5) working days or the pending fine will double. Reimbursement will be made by the Business Office if the appeal is upheld.

# 19 | Emergency Situations

## In Case of Emergency

**Call 911** and then alert Campus Security at:

Main Campus | 843.661.8210 or ext. 8210

SiMT | 843.413.2810 or ext. 2810

Health Science Campus | 843.676.8510 or ext. 8510

After the above calls have been made refer to Emergency Response Guide (red booklet found in all classrooms and offices on campus).

## In Non-Emergency Situations

### Contact Campus Security directly

Main Campus | 843.661.8210 or ext. 8210

SiMT | 843.413.2810 or ext. 2810

Health Science Campus | 843.676.8510 or ext. 8510

Officer in charge | 843.495.6705

Director of Campus Security | 843.687.0964 (cell)

*Please program these numbers in your mobile phone*

## Emergency Notifications

In case of an emergency, the College will notify Students, Faculty and Staff by text alert, email, or voicemail. It is the students' responsibility to make sure that their contact information in the College's files is accurate and up-to-date to ensure a prompt delivery of notification in case of emergency situations.

## Emergency Alert System (EAS)

Florence-Darlington Technical College's Emergency Alert System (EAS) is called FDTC Alerts. The college has adopted this system to communicate vital information to academic credit students, faculty/staff, and the public as efficiently as possible of potential events on campus.

FDTC Alerts includes the following notification methods:

- **Mobile Alerts:** Text and/or voice messages are delivered to mobile and home phones as provided. Students, faculty, and staff members are automatically opted-in to receive these messages at the phone numbers provided at registration or onboarding. Additional numbers can be added through your ReGroup account.
- **Email Alerts:** Email alerts by default will be sent to your FDTC email account. Student, faculty, and staff email addresses are automatically enrolled into the system. Additional emails can be added through your ReGroup account.
- **FDTC Web Alerts:** These alerts are posted to FDTC's website and on FDTC's social media accounts.

### **Important FDTC Alert Registration Information**

***You must register with FDTC Alerts to receive timely notifications of campus emergencies or events.***

Use the following link to register or login to ReGroup:

[fdtc.edu/fdtk/campus-safety/alerts--notifications](https://fdtc.edu/fdtk/campus-safety/alerts--notifications)

The quickest form of notification is a text message, so you are strongly encouraged to opt in and provide a number to receive text (SMS) on capable devices.

### **Current Students, Faculty and Staff**

Academic Credit students, faculty, and staff are automatically opted into receiving FDTC Alerts through text, phone calls, and their FDTC emails. However, additional phone numbers and email addresses can be added to your account. If you have an active FDTC login, click the 'Contact Login" button and it should allow you to log into your FDTC account.

### **Non-credit students, Parents, Visitors to Campus, or General Public**

If you are a non-credit student (CWD Programs), parent, visitor to our campus, or a member of the general public who would like to receive our alerts, fill in the information in the above blue registration box.

There is no charge to sign up to receive text (SMS) based alerts. Your mobile phone provider may charge a fee, these fees are dependent on your existing calling plan.

## **Emergency Response Procedures**

Emergency Response Guides have been placed in all classrooms and offices at all College campuses for students, faculty and staff to use in case of an emergency. Instructions are also available online at [fdtc.edu/fdtk/campus-safety](https://fdtc.edu/fdtk/campus-safety). It is recommended that all students become familiar with the procedures to ensure everyone's safety.

## **Emergency Red Phones**

**The red emergency phones are located in each building on campus and are to be used in emergency situations only to contact 911 and/or Campus Security by dialing 911.**

## **Telephone Calls and Messages**

No personal calls should be made to any students at Florence-Darlington Technical College. Only emergency messages will be delivered to any student.

## Telephone Emergencies

- Telephone emergency calls are referred to the Registrar's Office at 843.661.8351 until 5:00 pm. After 5:00 pm, call Security at 843.661.8210 (main campus and auxiliary sites) or at 843.676.8510 (Health Sciences Campus).
- Telephone emergency messages are delivered to students only in the case of extreme emergencies (i.e., fire, death, severe accident, etc.)
- If it is determined that the call is not an extreme family and/or medical emergency, the caller will be informed that College procedures do not permit an interruption of a class to leave a message for a student.
- If it is determined that the call is an extreme emergency, the student will be immediately notified.

## 20 | Student Rights

### Student Rights

Refer to Student Code and Grievance Policy/Procedures section.

## 21 | Student Responsibilities

### Student Responsibilities

Refer to Student Code and Grievance Policy/Procedures section.



## 22 | Student Code and Grievance Policy/Procedures

It is the policy of Florence-Darlington Technical College to provide due process procedures for students in matters relating to student discipline. Please refer to the [Student Code of Conduct & Student Grievance Procedure Manual](#) which is found on the FDTC website.

### State Board for Technical and Comprehensive Education

#### Statement of Policy

**Policy Number: 3-2-106**

**Policy Title: Student Code and Grievance Procedure**

**Legal Authority: Chapter 29-53-51 of the 1976 Code of Laws of South Carolina, As Amended**

It is the policy of the State Board for Technical and Comprehensive Education that the State Student Code and Grievance Procedure shall govern conduct and guarantee due process for students at the technical/community colleges.

### The Student Code for the South Carolina Technical College System

**Procedure Number: 3-2-106.1**

**Policy Reference Number: 3-2-106**

#### General Provisions

##### I. Purpose

The Student Code for South Carolina Technical College System sets forth the rights and responsibilities of the individual student, identifies behaviors that are not consistent with the values of college communities, and describes the procedures that will be followed to adjudicate cases of alleged misconduct. Alleged incidents of sexual violence, sexual harassment, and other sex-based discrimination that do not meet the criteria of SBTCE Procedure 3-2-106.2 (Student Code Procedures for Addressing Alleged Acts of Sexual Harassment Under Title IX) or SBTCE Procedure 8-5-101.1 (Non-Discrimination, Anti-Harassment, and Sexual Misconduct), or for which a formal complaint is not filed, may be adjudicated under this Code. Cases of alleged acts of sexual violence and sexual harassment must be adjudicated through SBTCE Procedure 3-2-106.2 or SBTCE Procedure 8-5-101.1 if it is determined that the alleged acts meet the criteria of the sexual harassment Procedures and a formal complaint is filed. This Code applies to behavior on college property, at college-sponsored activities and events, and to off-campus behavior that adversely affects the college and/or the college community. The Code applies to all "students."

##### II. Principles

Technical/community college students are members of both the community and the academic community. As members of the academic community, students are subject to the obligations that accrue to them by virtue of this membership.

As members of a larger community, students are entitled to all rights and protections accorded them by the laws of that community, the enforcement of which is the responsibility of duly constituted authorities. When it has been determined that a student might have violated a federal, state, or local law off campus, college disciplinary action may be initiated only when the presence of the student on campus will disrupt the educational process of the college. If a student's alleged behavior simultaneously violates college regulations and the law, the college may initiate disciplinary action independent of that taken by legal authorities through this Student Code.

### **III. Solutions of Problems**

The college will first seek to solve problems through internal review procedures. When necessary, off-campus law enforcement and judicial authorities may be involved.

In situations where South Carolina Technical/Community Colleges have shared programs, the Chief Student Services Officer where the alleged violation of the Student Code for the South Carolina Technical College System occurred will handle the charges. A change of venue to the other college may be granted, based on the nature of the offense, provided it is agreed to by the Chief Student Services Officers of both colleges. Any sanctions imposed will apply across both colleges.

In situations where a student is dually enrolled in two or more South Carolina Technical/Community Colleges and is charged with a violation of the Student Code for the South Carolina Technical College System, the Chief Student Services Officer of the college where the alleged infraction occurred will handle the charges and the sanctions may apply at each college in which the student is enrolled.

### **IV. Definitions**

When used in this document, unless the context requires other meaning,

- A. "College" means any college in the South Carolina Technical College System.
- B. "President" means the chief executive officer of the college.
- C. "Administrative Officer" means anyone designated at the college as being on the administrative staff such as the President, Vice President, Chief Student Services Officer, Chief Academic Officer, Dean of Instruction or Dean of Students, Business Manager, or Hearing Officer.
- D. "Chief Student Services Officer" means the Administrative Officer at the College who has overall management responsibility for student services or their designee.
- E. "Chief Academic Officer" means the Administrative Officer at the College who has overall management responsibility for academic programs and services, or their designee.
- F. "Student" means an individual currently enrolled in a program and/or registered for the current or upcoming academic term.
- G. "Instructor" means any person employed by the college to conduct classes.
- H. "Staff" means any person employed by the college for reasons other than conducting classes.
- I. "SGA" means the Student Government Association of the college or other group of students convened for the purpose of representing student interests to the college's administration or in the college's governance system.
- J. "Campus" means any place where the college conducts or sponsors educational, public service, or research activities.
- K. "Violation of Law" means a violation of a law of the United States or any law or ordinance of a state or political subdivision which has jurisdiction over the place in which the violation occurs.

- L. "Instructional Days" means any weekday (M-F) in which classes are in session.
- M. "Close of Business" means the time that the administrative offices of the college close on that specific workday.
- N. "Approved Method of Notification" means any communication from college personnel through a communication channel to which the student has consented or which confirms receipt of the communication by the student, such as a hand-delivered letter, restricted mail delivery services, or e-mail. A student who communicates with the college via e-mail or otherwise provides an e-mail address in connection with communications relating to a grievance thereby consents to the service of documents and all other correspondence associated with the grievance by e-mail, and the date and time of such e-mail(s) shall be deemed the date and time of service.

## **Student Code**

### **V. Student Rights**

- A. Freedom from Discrimination: There shall be no discrimination in any respect by the college against a student or applicant for admission as a student on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, genetic information, gender, veteran status, pregnancy, childbirth or other categories protected by applicable law.
- B. Freedom of Speech and Assembly: Students shall have the right to freedom of speech and assembly without prior restraints or censorship subject to clearly stated, reasonable, and nondiscriminatory rules and regulations regarding time, place, and manner developed and approved by the college.

In the classroom and in other instructional settings, discussion and expression of all views relevant to the subject matter are recognized as necessary to the educational process, but students have no right to interfere with the freedom of instructors to teach or the rights of other students to learn.

- C. Freedom of the Press: In official student publications, students are entitled to the constitutional right of freedom of the press, including constitutional limitations on prior restraint and censorship. To ensure this protection, the college shall have an editorial board with membership representing SGA, instructor, and administration. Each college has the responsibility of defining the selection process for its editorial board. The primary responsibility of the board shall be to establish and safeguard editorial policies.
- D. Freedom from Unreasonable Searches and Seizures: Students are entitled to the constitutional right to be secure in their persons, dwellings, papers, and effects against unreasonable searches and seizures. College security officers or administrative officers may conduct searches and seizures only as authorized by law.
- E. Right to Participate in College Governance: Students should have the opportunity to participate on college committees that formulate policies directly affecting students, such as in the areas of student activities and student conduct. This participation may be coordinated through a Student Government Association whose constitution or bylaws have been approved by the college's area commission.

- F. Right to Know Academic and Grading Standards: Instructors will develop, distribute, explain, and follow the standards that will be used in evaluating student assignments and determining student grades.

Grades are awarded for student academic performance. No grade will be reduced as a disciplinary action for student action or behavior unrelated to academic conduct.

- G. Right to Privacy: Information about individual student views, beliefs, and political associations acquired by instructors, counselors, or administrators in the course of their work is confidential. It can be disclosed to others only with prior written consent of the student involved or under legal compulsion.

- H. Right to Confidentiality of Student Records: All official student records are private and confidential and shall be preserved by the college. Separate record files may be maintained for the following categories: (1) academic, (2) medical, psychiatric, and counseling, (3) placement, (4) financial aid, (5) disciplinary, (6) financial, and (7) veteran's affairs. In addition, disciplinary records are maintained by the Chief Student Services Officer.

Student education records will be maintained and administered in accordance with the Family Educational Rights and Privacy Act of 1974, the guidelines for the implementation of this act, and other applicable federal and state statutes and regulations.

- I. Right to Due Process: At a minimum, any student charged with misconduct under this code is guaranteed the following: 1) the right to receive adequate notice of the charge(s); 2) the right to see and/or hear information and evidence relating to the charge(s), and 3) the right to present information and evidence relating to the charge(s). Additional due process requirements will be identified in other sections of this Code.

## **VI. Student Responsibilities**

- A. Students are expected to conduct themselves in a civil manner, that is respectful of the rights of others, and that is compatible with the college's educational mission.
- B. Students are expected to comply with all the college's duly established rules and regulations regarding student behavior while on campus, while participating in off-campus college sponsored activities, and while participating in off-campus clinical, field, internship, or in-service experiences.
- C. Students are expected to comply with all course requirements as specified by instructors in course syllabi and to meet the standards of acceptable classroom behavior set by instructors. Instructors will announce these standards during the first week of classes. Ordinarily, if a student's behavior disrupts class, the instructor will provide a warning about said behavior. However, if the unacceptable conduct/disruption jeopardizes the health, safety, or well-being of the student or others, or is otherwise severe or pervasive, the instructor may immediately dismiss the student for the remainder of the class. Any disruption may result in a written referral to the Chief Student Services Officer. This written referral may result in the initiation of disciplinary action against the student. The college reserves the right to review syllabi in connection with this provision.

## **VII. Student Conduct Regulations**

The following list identifies violations for which students may be subject to disciplinary action. The list is not all-inclusive, but it reflects the categories of inappropriate behavior and provides examples of prohibited behaviors.

### **A. Academic Misconduct**

All forms of academic misconduct including, but not limited to, cheating on tests, plagiarism, collusion, and falsification of information may call for disciplinary action.

1. Cheating on tests is defined to include the following:
  - a. Copying from another student's test or answer sheet.
  - b. Using materials or equipment during a test not authorized by the person giving the test.
  - c. Collaborating with any other person during a test without permission.
  - d. Knowingly obtaining, using, buying, selling, transporting, or soliciting in whole or in part the contents of a test prior to its administration.
  - e. Bribing or coercing any other person to obtain tests or information about tests.
  - f. Substituting for another student or permitting any other person to substitute for oneself.
  - g. Cooperating or aiding in any of the above.
2. "Plagiarism" is defined as (1) the appropriation of any other person's work and the unacknowledged incorporation of that work in one's own work or (2) submitting content for academic purposes that are created by artificial intelligence, technology platforms, or writing services and representing that such content is the person's own work product.
3. "Collusion" is defined as knowingly assisting another person in an act of academic dishonesty.
4. "Fabrication" is defined as falsifying or inventing content for any academic purpose, such as reports, laboratory results, and citations to the sources of information.

### **B. Abuse of Privilege of Freedom of Speech or Assembly**

No student acting alone or with others shall obstruct or disrupt any teaching, administrative, disciplinary, public service, research, or other activity authorized or conducted on the campus of the college or any other location where such activity is conducted or sponsored by the college. This disruption does not necessarily have to involve violence or force for the student to face disciplinary actions. In addition to administrative action, any person in violation of any federal, state, or local law will be turned over to the appropriate authorities.

### C. Falsification of Information and other Acts Intended to Deceive

Falsification of information and other acts intended to deceive include, but are not limited to the following:

1. Forging, altering, or misusing college documents, records, or identification cards.
2. Falsifying information on college records.
3. Providing false information for the purpose of obtaining a service.

### D. Actions which Endanger Students and the College Community

Actions which endanger students and the college community include, but are not limited to the following:

1. Possessing or using on campus a firearm or other dangerous or potentially dangerous weapon unless such possession or use has been authorized by the college.
2. Possessing, using, or threatening to use any incendiary device or explosive unless such possession or use has been authorized by the college.
3. Setting fires or misusing or damaging fire safety equipment.
4. Using, or threatening to use, physical force to restrict the freedom of action or movement of others or to harm others.
5. Endangering the health, safety, or well-being of others through the use of physical, written, or verbal abuse, threats, intimidation, harassment, and coercion.
6. Sexual violence, which refers to physical sexual acts perpetrated against a person's will or when a person is incapable of giving consent. Cases of alleged acts of sexual violence may be adjudicated through SBTCE procedure 3-2-106.2.
7. Retaliating, or threatening to retaliate, against any person for filing a complaint, providing information relating to a complaint, or participating as a witness in any hearing or administrative process.

### E. Infringement of Rights of Others

Infringement of the rights of others is defined to include, but is not limited to the following:

1. Stealing, destroying, damaging, or misusing college property or the property of others on campus or off campus during any college activity.



2. Sexually harassing another person. In addition to sexual violence, sexual harassment can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature, when submission to such conduct is made a term or condition of a student's education, a basis for academic conditions affecting the student, or the conduct is sufficiently serious to interfere with the student's academic performance or otherwise deny or limit the student's ability to participate in any aspect of the college's program, thereby creating an intimidating or hostile learning environment. Cases of alleged acts of sexual harassment must be adjudicated through SBTCE Procedure 3-2-106.2 or SBTCE Procedure 8- 5-101.1 if it is determined that the alleged acts meet the criteria specified under either of the two foregoing Procedures and a formal complaint is filed.
3. Stalking, which is defined as engaging in a course of conduct, through physical, electronic, or other means, that would place a reasonable person in fear for their safety, or that has, in fact, placed an individual in such fear. Where the stalking is based on sex, race, national origin, color, age, religion, or disability, it may constitute harassment under other provisions of this Code.
4. Bullying or harassing conduct, including verbal acts and name-calling; graphic and written statements, which may include the use of cell phones, the internet, or other electronic devices; and other conduct that may be physically harmful, threatening, or humiliating. Bullying or harassment based on race, color, religion, sex, sexual orientation, national origin, age, disability, genetic information, gender, veteran status, pregnancy, childbirth or other categories protected by applicable law, will be a violation of the Code when it is a basis for academic decisions affecting the student or the conduct is sufficiently serious to interfere with the student's academic performance or otherwise deny or limit the student's ability to participate in any aspect of the college's program, thereby creating an intimidating or hostile learning environment.
5. Engaging in any activity that disrupts the educational process of the college, interferes with the rights of others, or adversely interferes with other normal functions and services.

#### F. Other Acts which Call for Discipline

Other acts which call for discipline include, but are not limited to the following:

1. Possessing, using, or distributing any narcotics or other unlawful drugs as defined by the laws of the United States or the State of South Carolina.
2. Possessing, using, or distributing on campus any beverage containing alcohol.
3. Violating institutional policies while on campus or off campus when participating in a college sponsored activity or event.
4. Violating any South Carolina and/or federal laws while on campus or off campus.

## **VIII. Student Disciplinary Procedures**

The procedures and sanctions that follow are designed to channel instructors, staff, or student complaints against students, except for those complaints alleging acts of sexual violence or sexual harassment which are processed under SBTCE Procedure 3-2-106.2 or SBTCE Procedure 8-5-101.1. Because due process is essential in dealing with infractions of college regulations, any disciplinary actions taken and sanctions imposed on a student or student organization will follow the provisions of this code.

### **A. Interim Suspension**

In certain situations, the President or designee may temporarily suspend a student before the initiation of disciplinary procedures. Interim suspension may only be imposed when there is reason to believe that the continued presence of the accused student at the college poses a substantial and immediate threat to the student or to others or poses a serious threat of disruption of, or interference with, the normal operations of the college.

The interim suspension process is as follows:

1. When the Chief Student Services Officer or designee becomes aware of a situation which may warrant interim suspension, the Chief Student Services Officer or designee will consult with the President or designee to confirm the imposition of interim suspension. This consultation includes providing the President or designee with the nature of the alleged infraction, a brief description of the incident(s) and the student's name.
2. The Chief Student Services Officer, or designee, will inform the student by notice through an approved method of notification about the decision to impose an interim suspension. This notification must be sent within five (5) instructional days of receiving the information from the President or designee.

The notification must include the following information:

- a. the reason(s) for the interim suspension;
- b. notice that the interim suspension does not replace the regular hearing process;
- c. information about requesting a hearing before the Hearing Committee; and
- d. notice that the student is denied access to the campus during the period of suspension without prior approval of the Chief Student Services Officer.

### **B. Academic Misconduct**

1. An instructor who has reason to believe that a student enrolled in their class has committed an act of academic misconduct must discuss the matter with the student. The instructor must advise the student of the alleged act of academic misconduct and the information upon which it is based. The student must be given an opportunity to refute the allegation.

2. If the instructor, after meeting with the student, determines that the student has likely engaged in academic misconduct as alleged, the instructor will inform a designated authority such as the department chair, academic dean, or the college's student conduct office, as applicable, in order to make a determination of academic misconduct and impose an appropriate academic sanction from the following list:
  - a. Completion of an educational activity relating to the nature of the offense.
  - b. Assign a lower grade or score to the paper, project, assignment, or examination involved in the act of misconduct.
  - c. Require the student to repeat or resubmit the paper, project, assignment, or examination involved in the act of misconduct.
  - d. Assign a failing grade for the course.
  - e. Require the student to withdraw from the course.

If the student chooses not to participate in the discussion, the instructor will make a decision based upon the available information. Egregious or repeat offenders may be referred to the College's Chief Student Services Officer or designee or conduct officer for a review of the matter. Such referrals will follow the Student Misconduct procedures and the sanctions that accompany it. Alleged acts implicating both academic and student misconduct may be pursued through the Academic Misconduct Procedure (Section VIII.B.) and Student Misconduct Procedure (VIII.C.) simultaneously.

3. If the student is found responsible for the academic misconduct, within five (5) instructional days of the meeting with the student, the instructor or designee or student conduct office, as applicable, will submit a written report about the incident and the sanction imposed to the Chief Academic Officer.
4. The Chief Academic Officer or designee will send a notification to the student summarizing the incident, the finding, the terms of the imposed sanction, and informing the student that the decision and/or the sanction may be appealed by submitting a written request to the Chief Academic Officer within seven (7) instructional days of the date of the Chief Academic Officer's notification.
5. An appeal may be considered solely by the Chief Academic Officer or designee, or the Chief Academic Officer may convene a panel to consider the appeal. If convened, a panel will be made up of at least three persons, which shall include (1) the Chief Academic Officer or designee; and (2) instructor(s), staff, or student(s), as determined by the Chief Academic Officer. The Chief Academic Officer designee or panel will then render one of the following decisions:
  - a. Accept the decision and the sanction imposed by the designated authority or the college's student conduct office.
  - b. Accept the decision of the designated authority or the college's student conduct office but impose a less severe sanction.
  - c. Overturn the decision of the designated authority or the college's student conduct office.

6. Within two (2) instructional days of the meeting with the student, the Chief Academic Officer or designee will inform the student of the decision by notice through an approved method of notification. The notification must also inform the student that the decision of the CAO/panel may be appealed to the Hearing Committee (see Section VIII.D.)
7. A student may appeal the Hearing Committee's decision to the College's President or designee in accordance with Section IX of this Procedure (Appeal to President).
8. If additional information becomes available during the appeal process that indicates academic misconduct by other students who are not a party to the underlying proceeding or appeal, the Chief Academic Officer or designee may conduct or direct further investigation as appropriate and in accordance with Section VIII.B. (Academic Misconduct). Additional investigations of academic misconduct are not intended to delay proceedings in progress, and it is within the college's discretion whether to consolidate multiple proceedings or process them individually.

### C. Student Misconduct

Any member of the college community may file charges alleging a violation of the Code. A charge, that includes a description of the alleged violation, must be submitted in writing to the Chief Student Services Officer as soon as possible after the incident occurs, but no later than ten (10) instructional days after the incident, unless the person filing the charge demonstrates that exceptional circumstances prevented filing the charge within this time period. The Chief Student Services Officer or designee will determine whether the circumstances merit an extension of the deadline.

#### 1. Preliminary Investigation

Within seven (7) instructional days after the charge has been filed, the Chief Student Services Officer or designee shall complete a preliminary investigation of the charge and schedule a meeting with the student. After discussing the alleged infraction with the student and reviewing available information, the Chief Student Services Officer or designee will decide whether the information presented during the meeting indicates that the violation occurred as alleged. When the student cannot be reached to schedule an appointment, or when the student fails to attend the meeting, the Chief Student Services Officer or designee will base the decision upon the available information.

If the available information indicates that the violation occurred as alleged, then one of the following sanctions will be imposed:

- a. Reprimand — A written warning documenting that the student violated a student conduct regulation and indicating that subsequent violations could result in more serious disciplinary sanctions.
- b. Restitution — Compensation for loss or damage to college property or the property of others while on the campus or at a college event or activity including but not limited to field trips, internships, and clinicals.
- c. Special Conditions — Change in course delivery or access to campus services, if available or completion of a variety of educational activities relating to the nature of the offense may be imposed.

- d. Disciplinary Probation — A written reprimand documenting that the student violated a student conduct regulation. Probation is for a specified period of time, and it serves as a warning that subsequent violations could most likely result in more serious disciplinary sanctions.
- e. Loss of Privileges — Suspension or termination of particular student privileges.
- f. Suspension from the College — Separation from the college for a specified period of time. Suspended students will not receive academic credit for the semester in which the suspension was imposed. During the suspension period, the student may not return to the campus unless prior permission by the Chief Student Services Officer or designee has been granted.
- g. Expulsion from the college — Permanent separation from the college. An expelled student may not return to the campus unless prior permission by the Chief Student Services Officer, or designee, has been granted. An expelled student will not receive academic credit for the semester in which the expulsion was imposed.
- h. Any combination of the above.

Within five (5) instructional days of the preliminary investigation, the Chief Student Services Officer or designee will send a notice through an approved method of notification to the student. This notification will identify the policy, procedure, or other authority that the student violated, if any; set forth the decision; and state any sanction that will be imposed. This notification must also state that if the student disagrees with the decision or the sanction, the student may request a hearing before the Hearing Committee (see Section VIII.D.), that the student must submit this request no later than five (5) instructional days after receiving the decision unless a request is made and approved by the Chief Student Services Officer or designee for an extension, and that any decision made and sanction imposed after the preliminary investigation may be held in abeyance should the student decide to go before the Hearing Committee.

- 2. A student may appeal the Hearing Committee's decision to the College's President or designee in accordance with Section IX of this Procedure (Appeal to President).

#### D. Hearing Committee

- 1. The Hearing Committee shall be composed of the following:
  - a. Two instructors appointed by the Chief Academic Officer and approved by the President or designee.
  - b. Two student members appointed by the appropriate student governing body and approved by the President or designee.
  - c. One member of the Student Services staff appointed by the Chief Student Services Officer and approved by the President or designee.
  - d. The Chief Student Services Officer or designee who serves as an ex officio non-voting member of the Committee and who presents the case.

2. The Hearing Committee shall perform the following functions:
  - a. Hear cases of alleged violations of the Student Code.
  - b. Ensure that the student's procedural rights are met.
  - c. Make decisions based only on evidence and information presented at the hearing.
  - d. Provide the student with a statement of the committee's decision including findings of fact and, if applicable, impose one or more of the following sanctions:
    - i. Academic Misconduct Sanctions
      - a) Refer to Student Code; VIII. Student Disciplinary Procedures; B. Academic Misconduct; Section 2
    - ii. Student Misconduct Sanctions
      - a) Refer to Student Code; VIII. Student Disciplinary Procedures; C. Student Misconduct; Section 1

#### E. Hearing Committee Procedures

1. The Chief Student Services Officer or designee who may be the Chief Academic Officer, shall refer the matter to the Hearing Committee together with a report of the nature of the alleged misconduct, the name of the person(s) filing the complaint(s), the name of the student against whom the charge(s) has (have) been filed, and a summary of the findings from the preliminary investigation.
2. At least seven (7) instructional days before the date set for the Hearing meeting, the Chief Student Services Officer or designee shall send a notice through an approved method of notification to the student's address of record. The notification must contain the following information:
  - a. A statement of the charge(s).
  - b. A brief description of the incident that led to the charge(s).
  - c. The name of the person(s) submitting the incident report.
  - d. The date, time, and place of the scheduled hearing.
  - e. A list of all witnesses who might be called to testify.



- f. A statement of the student's procedural rights. These rights follow:
- i. The right to consult counsel. This role of the person acting as counsel is solely to advise the student. Counsel may not address the Hearing Committee or participate in any of the questioning. However, where a student faces disciplinary or honor code violations as a result of a criminal charge that is associated with the complaint, the student has a right to retain counsel to provide full legal representation in all proceedings including, but not limited to, allowing counsel to appear on behalf of the student, speak on behalf of the student, question witnesses, protect the statutory and constitutional rights of the student, and to otherwise fully participate in all proceedings on behalf of the student. The student has the responsibility for paying any of the counsel's fees and any other of the counsel's charges.
  - ii. The right to present witnesses on one's behalf.
  - iii. The right to know the names of any witnesses who may be called to testify at the hearing.
  - iv. The right to review all available evidence, documents, exhibits, etc., that may be presented at the hearing.
  - v. The right to present evidence; however, the Hearing Committee will determine what evidence is admissible.
  - vi. The right to know the identity of the person(s) bringing the charge(s).
  - vii. The right to hear witnesses on behalf of the person bringing the charges.
  - viii. The right to testify or to refuse to testify without such refusal being detrimental to the student.
  - ix. The right to a fair and impartial decision.
  - x. The right to appeal the Hearing Committee's decision.
3. On written request of the student, the hearing may be held prior to the expiration of the seven (7) day advance notification period if the Chief Student Services Officer or designee concurs with this change.
4. The Chief Student Services Officer or designee may postpone the hearing due to circumstances beyond the control of the parties.

#### F. Hearing Committee Meetings

1. The Chair shall be appointed by the College's President or designee from among the membership of the Committee. Ex officio members of the Committee may not serve as its Chair.
2. Committee hearings shall be closed to all persons except the student ("student") accused of the violation(s), the person(s) initiating the charge(s), respective counsel for the student and the College, witnesses authorized by the Committee to participate in the hearing, and one or more persons designated by the Committee to be responsible for making an official written record or audio recording of the hearing.

3. At the college's sole discretion, hearings may be held in person or by means of electronic equipment. The Committee will arrange for an official audio recording or written record of the hearing (not including deliberations) to be made, and only the person(s) designated by the Committee may make any kind of record of the proceedings. No record of the Committee's deliberations shall be permitted to be made by any means. The official audio recording or written record of the hearing is the property of the College and will be maintained in the office of the Chief Student Services Officer. The student may review the official audio recording or written record of the hearing (as applicable) under the supervision of the Chief Student Services Officer or designee, but the student is not entitled to a copy of the audio recording or written record. Notes made by Committee members for use as a personal memory aid shall not be made a part of the written record and are not subject to review by the student.
4. Witnesses shall be called in one at a time to make a statement and to respond to questions, as permitted by the Chair.
5. After the portion of the hearing concludes in which all pertinent information has been received, everyone other than the Committee will be excused, and its deliberations will begin. The "preponderance of the evidence" standard shall apply to the deliberations, which means that the Committee members must determine if the information presented at the hearing leads them to conclude that it is more likely than not that the violation(s) occurred as alleged. The Committee members will determine by majority vote whether the violation(s) occurred and, if so, the Committee members will decide upon the appropriate sanction(s) by majority vote.
6. The Chair of the Committee will send a notice through an approved method of notification to the student's address of record within two (2) instructional weekdays of the Committee's decision. The letter shall inform the student of the Committee's decision, the date of the decision, any sanction(s) imposed, and the appeal process.

## **IX. Appeal to President**

The student may appeal a decision or the sanction to the College's President or designee if the student can provide new evidence not available during the Hearing Committee's review that could affect the determination, can demonstrate bias by the Hearing Committee that affected its determination, or if the sanction is suspension or expulsion from a program or the college. An appeal must be submitted in writing within seven (7) instructional days of the date on which the Hearing Committee made its decision. Unless the sole basis for the appeal is challenging the sanction of suspension or expulsion, the appeal must set forth new evidence or the rationale to support allegations of bias by the Hearing Committee.

The decision of the President or designee is final and cannot be appealed further. The President or designee shall review the Hearing Committee's findings, conduct additional inquiries as deemed necessary, and render a decision within ten (10) instructional days of receiving the appeal. The President or designee, whose decision is final, shall have the authority to approve, modify, or overturn the Hearing Committee's decisions and, if needed, void the process and reconvene another Hearing Committee. The decision of the President or designee regarding disciplinary actions under the Student Code 3-2-106.1 is not grievable.

The President or designee will inform the student about the outcome of the appeal by an approved method of notification.

# Student Code Procedures for Addressing Alleged Acts of Sexual Harassment Under Title IX

**Procedure Number: 3-2-106.2**

**Policy Reference Number: 3-2-106**

## I. Procedural Overview

Under Title IX of the Education Amendments of 1972 (20 U.S.C. 1681) and its implementing regulations (34 C.F.R. 106), sexual harassment is a form of prohibited sex discrimination. Title IX provides that, "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance." The South Carolina Technical College System is committed to fostering an environment that is free from unlawful discrimination on the basis of sex, including sexual harassment and sexual assault. Any questions regarding Title IX may be referred to the college's Title IX coordinator. Each college must prominently display the contact information required for the Title IX coordinator (name or title, telephone number, e-mail address, and office address) on its website, if any, and in each handbook, catalog, or publication that it makes available to persons entitled to a notification. In addition, colleges should include contact information for the U.S. Department of Education's Office of Civil Rights.

The Student Code for the South Carolina Technical College System (SBTCE Procedure 3-2-106.1) sets forth the rights and responsibilities of the individual student, identifies behaviors that are not consistent with the values of college communities, and describes the procedures that will be followed to adjudicate cases of alleged misconduct. The Student Code for Addressing Alleged Acts of Sexual Harassment (SBTCE Procedure 3-2-106.2) applies to behavior or complaints alleging acts of sexual harassment on college property, or in an education program or activity. This Code does not apply to persons outside of the United States.

In order to proceed through the sexual harassment grievance process detailed herein, a formal complaint must be filed with or by a Title IX coordinator and meet the following elements:

- A. The alleged activity falls within the definition of sexual harassment as defined in Section II (CC.);
- B. The alleged activity occurred within a college's education program or activity; and
- C. The alleged activity occurred against a person physically located in the United States.

Complaints reported to the college's Title IX coordinator which do not meet the above elements shall be adjudicated under the grievance process outlined in the Student Code for the South Carolina Technical College System (SBTCE Procedure 3-2-106.1). The Non-Discrimination, Anti-Harassment, and Sexual Misconduct procedure of the South Carolina Technical College System (SBTCE Procedure 8-5-101.1) shall apply in situations where complaints are made against employees of a college.

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment) to the Title IX Coordinator at any time, including non-business hours, via the phone number, e-mail address or office mailing address listed for the Title IX coordinator.

Irrespective of whether a report of sexual harassment is anonymous, a college with actual knowledge of sexual harassment or allegations of sexual harassment in the college's education program or activity against a person in the United States must respond promptly in a manner that is not deliberately indifferent, meaning not clearly unreasonable in light of the known circumstances.

In some cases, campus authorities may become aware of allegations of sexual harassment via local law enforcement. These allegations may also be addressed by this Procedure. The State Board for Technical and Comprehensive Education and its member colleges encourage the prompt reporting of sexual harassment to campus security and local law enforcement. The complainant may also file a criminal report regarding the alleged conduct. However, Title IX investigations are separate from criminal investigations. In some cases, colleges may need to temporarily delay the fact-finding portion of a Title IX investigation while law enforcement gathers evidence. Contact information for local law enforcement and campus security is available on the colleges' websites.

Retaliatory acts, which may include giving students failing grades, preventing students from participating in school activities, and threatening expulsion against any individual who exercises his or her rights under Title IX are considered to be discrimination and are unlawful. Colleges are prohibited from intimidating, threatening, coercing, or discriminating against any individual for the purpose of interfering with any right or privilege secured by Title IX.

## **II. Definitions**

When used in this document, unless the context requires other meaning,

- A. "Actual Knowledge" means notice of sexual harassment or allegations of sexual harassment to a college's Title IX coordinator or any official of the college who has authority to institute corrective measures on behalf of the college.
- B. An "Advisor" is someone who is present to help the complainant or respondent understand the proceedings and to conduct cross-examination on behalf of the party during a live hearing.
- C. An "Appeals Officer" is a person designated by a college to hear an appeal of a dismissal of a formal complaint or a decision-maker determination.
- D. An "Approved Method of Notification" means any communication from college personnel through a communication channel to which the student has consented or which confirms receipt of the communication by the student, such as a hand-delivered letter, restricted mail delivery services, or e-mail. A student who communicates with the college via e-mail or otherwise provides an e-mail address in connection with communications relating to a grievance thereby consents to the service of documents and all other correspondence associated with the grievance by e-mail, and the date and time of such e-mail(s) shall be deemed the date and time of service.
- E. "Chief Student Services Officer" means the Administrative Officer at the college who has overall management responsibility for student services, or his/her designee.
- F. "Close of Business" means the time that the administrative offices of the college close on that specific workday.
- G. "College" means any college in the South Carolina Technical College System.

- H. "Complainant" means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.
- I. "Consent" is clear, knowing, and voluntary agreement. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity. Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity. Previous relationships or prior consent cannot imply consent to future sexual acts.
- J. "Dating Violence" means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim, where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship; the type of relationship; and the frequency of interaction between the persons involved in the relationship.
- K. A "Decision-Maker" is someone (who cannot be the same person as the Title IX coordinator or the investigator) who issues a written determination with findings of fact, conclusions about whether the alleged conduct occurred, rationale for the result as to each allegation, any disciplinary sanctions imposed on the respondent, and whether remedies will be provided to the complainant.
- L. "Domestic Violence" includes felony or misdemeanor crimes of violence committed by a person who is a current or former spouse or intimate partner of the victim, or person similarly situated to a spouse of the victim; is cohabitating or has cohabitated with the victim as a spouse or intimate partner; shares a child in common with the victim; or commits acts against youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction. Such acts may include the use or attempted use of physical abuse or sexual abuse, or a pattern of any other coercive behavior committed, enabled, or solicited to gain or maintain power and control over a victim, including verbal, psychological, economic, or technological abuse that may or may not constitute criminal behavior.
- M. "Education Program or Activity" includes locations, events, or circumstances over which the college exercised substantial control over both the respondent and the context in which the sexual harassment occurs, and also includes any building owned or controlled by a student organization that is officially recognized by the college.
- N. "Exculpatory Evidence" is evidence that creates a reasonable doubt that a respondent engaged in the conduct alleged in a complaint.
- O. "Fondling" is the touching of the private parts of another person for the purpose of sexual gratification without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because his/her temporary or permanent mental incapacity.
- P. "Formal Complaint" means a document filed by a complainant with the Title IX coordinator or signed by the Title IX coordinator alleging sexual harassment against a respondent and requesting that the college investigate the allegation of sexual harassment. A report of behavior to the Title IX coordinator or other college official does not constitute a formal complaint.

- Q. "Incest" is sexual intercourse between persons who are related to each other within degrees wherein marriage is prohibited by law (see S.C. Code Ann. § 16-15-20).
- R. "Inculpatory Evidence" is evidence indicating that a respondent engaged in the conduct alleged in the complaint.
- S. "Instructional Days" means any weekday (M-F) in which classes are in session.
- T. "Instructor" means any person employed by the college to conduct classes.
- U. An "Investigator" is someone who acts as a neutral party in the investigation and provides a detailed, unbiased report regarding the findings of the investigation.
- V. "Official with Authority" means an official of the college with authority to institute corrective measures. Officials with authority are those personnel designated by a college who would be considered to have actual knowledge upon receiving notice of alleged sexual harassment.
- W. "Preponderance of the Evidence" is the standard used to evaluate the evidence for purposes of making findings and drawing conclusions for an investigation or hearing conducted under this Procedure. The preponderance of evidence standard means it is more likely than not that the conduct complained of occurred.
- X. A "Report" is notice from a complainant of alleged sexual harassment, other than a formal complaint, made to the Title IX coordinator or an official with authority.
- Y. "Rape" is the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- Z. "Respondent" means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.
- AA. "Retaliation" is adverse action taken against an individual for engaging in protected activity. No college or other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by 34 C.F.R. Part 106 (Title IX), or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under Title IX. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, constitutes retaliation.
- BB. "Sexual Assault" is defined as rape, fondling, incest, and statutory rape as defined herein.
- CC. "Sexual Harassment" means conduct on the basis of sex that satisfies one or more of the following: (1) An employee of the college conditioning the provision of an aid, benefit, or service of the college on an individual's participation in unwelcome sexual conduct (i.e. quid pro quo); (2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the college's education program or activity; or (3) sexual assault, dating violence, domestic violence, or stalking as defined herein.



DD. “Staff” means any person employed by the college for reasons other than conducting classes.

EE. “Stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to (1) fear for his or her safety or the safety of others; or (2) suffer substantial emotional distress. For the purposes of this definition: “Course of conduct” means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person’s property; “reasonable person” means a person of ordinary prudence and action under the circumstances in which the course of conduct occurs; and “substantial emotional distress” means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

FF. “Statutory rape” is sexual intercourse with a person who is under the statutory age of consent (see S.C. Code Ann. § 16-3-655)

GG. “Student” means an individual currently enrolled in a program and/or registered for the current or upcoming academic term.

HH. “Supportive Measures” are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent. Supportive Measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.

II. A “Third-Party Reporter” is an individual who files a complaint on behalf of another individual alleging violation of this policy.

JJ. A “Title IX Coordinator” is an employee designated by the college to coordinate its efforts to comply with and carry out its responsibilities under 34 C.F.R. Part 106 (Title IX), including any investigation of any complaint communicated to such college alleging its noncompliance with Title IX or alleging any actions which would be prohibited by Title IX.

### **III. Receipt of Reports and Formal Complaints**

#### **A. Reports**

A report of alleged sexual harassment to a Title IX coordinator or any official of the college who has authority constitutes actual knowledge. The college must maintain a list of college personnel who are considered officials with authority to institute corrective measures and may name additional responsible employees who must report sexual harassment to the Title IX coordinator. An official with authority who receives a report of alleged sexual harassment must promptly notify the Title IX coordinator of the report. A report is not considered to be a formal complaint but initiates the offering of supportive measures.

## B. Formal Complaints

A Title IX coordinator may receive a formal complaint alleging sexual harassment by phone, mail, e-mail, or any other approved method of notification. Receipt of a formal complaint must be acknowledged in writing by the Title IX coordinator to the complainant within three (3) instructional days of submission of the complaint. Formal complaints may be initiated by a complainant or the Title IX coordinator. Upon determining a formal complaint meets the elements set forth in Section I of this Procedure, the college's sexual harassment grievance process is initiated.

## IV. Supportive Measures

Upon receiving or being made aware of a report alleging sexual harassment, regardless of whether a formal complaint has been filed, the Title IX coordinator must provide supportive measures to both the complainant and the respondent. The Title IX coordinator is responsible for coordinating the effective implementation of supportive measures and must consider a complainant's wishes with respect to measures provided. Measures provided shall be kept confidential unless disclosure is necessary to provide the measures, such as in the case of a no-contact order. Such measures should restore or preserve equal access to the education program or activity without unreasonably burdening the other party.

Interim suspension or expulsion of a respondent is not included in the list of supportive measures. Emergency removal of a respondent from an educational program or activity is allowable only after conducting a safety and risk analysis and determining there is an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment that justifies removal. The respondent must be provided with notice of the removal and an opportunity to challenge the decision immediately following the removal. Such a challenge must be made to the Title IX coordinator in writing through an approved method of notification within two (2) instructional days of the removal and include a rationale for why the emergency removal should be rescinded. A respondent may not be subject to an emergency removal without full and appropriate consideration of applicable disability laws, such as Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, in order to preserve equal education access.

## **V. Sexual Harassment Grievance Process**

The sexual harassment grievance process must include reasonably prompt time frames determined by the college and written into policy for conclusion of the grievance process (from the filing of a formal complaint to the written determination by the decision-maker), informal resolutions, and appeals. The college's policy must also include an explanation and examples of time extensions beyond the published policy, and such extensions must be temporary and justified by good cause.

### **A. Dismissal of a Formal Complaint**

The college must dismiss formal complaints alleging sexual harassment if the conduct in the alleged complaint does not meet the definition of sexual harassment as contained herein; if the conduct did not occur in the college's education program or activity; or if the conduct did not occur against a person in the United States. However, the complaint may be investigated under the Student Code for the South Carolina Technical College System (SBTCE Procedure 3-2-106.1) if it violates a college's student code of conduct.

A college may dismiss a formal complaint under this Procedure if, at any time, a complainant notifies the Title IX coordinator that the he or she wishes to withdraw the complaint; if the respondent is no longer enrolled at the college; or if specific circumstances prevent the college from gathering evidence sufficient to reach a determination. If a formal complaint is dismissed, written notice containing reason(s) for the dismissal must be made by an approved method of notification and provided to both parties. Dismissal of a formal complaint can be appealed.

### **B. Notice of Allegations**

Upon receiving a formal complaint alleging sexual harassment, written notice of the allegation(s) ("Notice of Allegations") must be provided within seven (7) instructional days to both the complainant and the respondent. The written notice must be made by an approved method of notification and include:

1. The identities of the parties involved in the incident;
2. The conduct allegedly constituting sexual harassment;
3. The date and location of the alleged incident;
4. Notice of the college's sexual harassment grievance process, to include information regarding its informal resolution process, if available;
5. A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made upon conclusion of the grievance process;
6. Notice as to whether the college's code of conduct prohibits knowingly making or submitting false information during the grievance process, and;
7. Notice that the parties may have an advisor of their choice.

Such notice of allegations must be provided at least three (3) instructional days prior to any initial interviews or meetings to allow the respondent sufficient time to respond to the allegations. Notice of additional allegations added after the initial notice must also be provided in writing through an approved method of notification.

### C. Advisors

Both the complainant and respondent may have an advisor of their choosing to be present during meetings with college officials (such as the Title IX coordinator or investigator), interviews, and review of materials related to the complaint. Both the complainant and respondent must have an advisor present at the hearing whose sole purpose is to conduct cross-examination on behalf of the party. A party who does not bring an advisor of their choosing to the hearing shall be assigned an advisor by the college. In the event that neither a party nor their advisor appears at the hearing, the college must provide an advisor to appear on behalf of the non-appearing party. An assigned advisor may or may not be an employee of the college.

### D. Investigation

#### 1. Investigative Process

Upon receipt of a formal complaint of allegations of sexual harassment, the college must initiate an investigation led by an impartial investigator whose purpose is to collect and summarize evidence. The person(s) investigating may not also serve as the Title IX coordinator or decision-maker. The college must ensure that the burden of proof and burden of gathering evidence sufficient to reach a determination lies on the college and not the parties involved. Parties must receive equal opportunity to present witnesses and evidence. Such evidence must be submitted to the investigator within ten (10) instructional days upon receipt of the Notice of Allegations. Written notice must be provided to a party when the party's participation in a meeting with the investigator is invited or expected. The notice must include the date, time, and location of the meeting; the expected participants; the meeting's purpose; and must allow up to three (3) instructional days, although this period may be shortened if mutually agreed upon by the parties. Investigators may record interviews with parties and witnesses. Such recordings may be included in the investigative report if relevant, either by transcription with irrelevant information redacted or by recording with irrelevant audio removed.

The investigative process should be completed within approximately thirty (30) to forty-five (45) instructional days from receipt of the formal complaint. Circumstances may warrant additional time to complete the investigative process.

#### 2. Review of Evidence

Before an investigator issues a report, both parties must be allowed at least ten instructional days to (1) review evidence gathered during the investigation that is directly related to the allegations raised in the formal complaint and (2) submit a written response to the evidence. Investigators may but are not required to share such responses to the other party. Should the college discover additional evidence resulting from further investigation prompted by a party's initial response to evidence, the required time of ten (10) instructional days must again be provided for a party to review and respond to the evidence. Notification of any such additional evidence for review shall be made to the parties in writing by an approved method of notification. Upon conclusion of the investigation, the investigator shall generate a written report within seven (7) instructional days unless this time period is extended for an additional five (5) instructional days upon written notice to the parties with an explanation for the extension. Privileged information will not be provided, and treatment records of a party may only be provided to the other party with written consent.

### 3. Investigative Report

The investigator(s) must create a report that fairly summarizes all relevant inculpatory and exculpatory evidence and distribute the report to the parties and their advisors at least ten (10) instructional days prior to the scheduled hearing. The investigative report should include a description of procedural steps taken during the investigation and a summary of evidence. Only evidence relevant to the allegations of sexual harassment shall be included in the investigative report. Prior sexual history is not deemed relevant (1) unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or (2) if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

Parties may provide written responses to the investigative report, which shall be provided to the decision-maker at least one instructional day in advance of the hearing.

### E. Hearings

A college's sexual harassment grievance process must provide for a live hearing with cross-examination of parties and witnesses. The parties may bring an advisor of their choice to conduct the cross-examination. Should a party not have an advisor, the college must provide an advisor at no cost. Parties must be notified of a scheduled hearing at least ten (10) instructional days prior to the hearing through an approved method of notification that shall include the date, time, and location of the hearing.

At the live hearing, advisors of the parties shall cross-examine parties and witnesses who have provided information relevant to the complaint or response thereto. The decision-maker does not have to allow witnesses who are solely character witnesses. The decision-maker must allow the advisor for each party to ask the other party and any witnesses relevant questions and follow-up questions. Such cross-examination must be conducted directly, orally, and in real time by the party's advisor of choice and may occur with the parties in separate rooms using technology that enables participants to simultaneously see and hear the person answering questions. Only relevant cross-examination and other questions may be asked of a party or witness. Before a complainant, respondent, or witness answers a question while under cross-examination or otherwise, the decision-maker must first determine whether the question is relevant and explain any decision to exclude a question as not relevant. Questions for cross-examination may be presented in advance to the decision-maker so that relevancy may be determined prior to the hearing. However, providing cross-examination questions in advance does not preclude the advisor(s) from asking additional questions not provided in advance to the decision-maker.

Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

At the request of either party, the college must provide for the live hearing to occur with the parties located in separate rooms with technology enabling the decision-maker and parties to simultaneously see and hear the party or the witness answering questions. An audio or visual recording or a transcript of the hearing must be created and made available for review and inspection.

#### F. Determinations

Determinations must be made using the Preponderance of the Evidence standard. Determinations may be made at the conclusion of the live hearing or within three (3) instructional days of the live hearing's conclusion and shall be provided in writing by an approved method of notification simultaneously to both parties. A written determination shall include:

1. Identification of the allegation(s) of sexual harassment;
2. A description of the process of investigation, from receipt of the complaint through the determination, to include any notifications to the parties, interviews, site visits, methods used to gather evidence, and hearings held;
3. Findings of fact supporting the determination;
4. Conclusions regarding the application of any of the college's policies to the facts
5. A statement of, and rationale for, the determination regarding each allegation, to include:
  - a. Disciplinary sanctions for the respondent
  - b. Remedies provided to the complainant to restore the complainant's equal access to the college's education program or activity; and
6. Information regarding the opportunity to appeal the determination.

A determination is considered final either on the date that the college provides the parties with the written determination or upon expiration of the option to file an appeal.

#### G. Appeals

Both parties must be afforded the opportunity to appeal dismissal of a formal complaint as well as a final determination on the following grounds:

1. A procedural irregularity affecting the outcome;
2. New evidence not available at the time of the determination that could affect the outcome; or
3. Conflict of interest or bias on the part of the Title IX coordinator, investigator(s), or decision-maker which affected the outcome.



If a party wishes to appeal, an appeal must be made within ten (10) instructional days of dismissal of a formal complaint or delivery of a written determination. If a party files an appeal, the other party must be notified by an approved method of notification. A party wishing to appeal must do so by submitting an appeal in writing to the Title IX coordinator, who will assign review of the appeal to an appeals officer within three (3) instructional days of receipt. The appeal must include a statement indicating why the appealing party disagrees with dismissal of the complaint or the determination, and specify on which ground(s) the appeal is being made. The college must ensure that the appeals officer is not the Title IX coordinator, investigator(s), or decision-maker who reached the original determination. A decision by an appeals officer must be rendered within three (3) instructional days of receipt by the appeals officer and provided in writing to both parties simultaneously through an approved method of notification. Should an extension be necessary, the appeals officer may provide the parties with written notice extending determination of the appeal for five (5) instructional days with an explanation for the extension. The results of an appeal and the rationale for the determination must be provided in writing simultaneously to both parties.

## **VI. Informal Resolution**

Upon receipt of a formal complaint, a college may choose to introduce the option of a voluntary informal resolution process. Informal resolution may include a range of conflict resolution strategies to include arbitration, mediation, or restorative justice. Informal resolution is a voluntary process that must be agreed upon in writing by both parties, and the documented agreement must notify the parties of their right to withdraw at any time from the informal resolution process.

Colleges may not offer or facilitate an informal resolution process to resolve complaints of sexual harassment where the complainant is a student and the respondent is an employee. The informal resolution process may result in sanctions for a respondent.

Colleges may not, under any circumstance, require a party to waive the right to an investigation and adjudication of formal complaints under Title IX. Similarly, a college may not require the parties to participate in the informal resolution of a formal complaint or offer an informal resolution process unless a formal complaint is filed.

Informal resolution, which does not involve a full investigation and adjudication, may be offered at any time prior to reaching a final determination as long as:

- A. Colleges do not require informal resolution participation as a condition of enrollment or continuing enrollment or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment consistent with this section and
- B. The parties receive a written notice that includes the following:
  - 1. The allegations;
  - 2. The requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations;
  - 3. That at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint;
  - 4. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared; and

5. Signature blocks for the parties' voluntary, written consent to the informal resolution process. The complainant and respondent both have the right to terminate the informal resolution process at any time and proceed with the formal grievance process. Furthermore, the Title IX coordinator or designee may, where appropriate, terminate or decline to initiate informal resolution and proceed with formal resolution instead. In such cases, statements or disclosures made by the parties in the course of the informal resolution process may be considered in any subsequent formal proceedings.

## **VII. Sanctions**

Following an investigation of allegations presented before the decision-maker, the following sanctions may be imposed if the available information indicates that a violation has occurred:

- A. Reprimand — A written warning documenting that the student violated a student conduct procedure and indicating that subsequent violations could result in more serious disciplinary sanctions.
- B. Special Conditions — Completion of a variety of educational activities relating to the nature of the offense may be imposed. Examples include, but are not limited to, the following: a formal apology, an essay or paper on a designated topic, or participation in a special project or activity.
- C. Disciplinary Probation — A written reprimand documenting that the student violated a student conduct procedure. Probation is for a specified period of time and it serves as a warning that subsequent violations could most likely result in more serious disciplinary sanctions.
- D. Loss of Privileges — Suspension or termination of particular student privileges.
- E. Suspension from the college — Separation from the college for a specified period of time. Suspended students will not receive academic credit for the semester in which the suspension was imposed. During the suspension period, the student may not return to the campus unless prior permission by the Chief Student Services Officer, or designee, has been granted.
- F. Expulsion from the college — Permanent separation from the college. An expelled student may not return to the campus unless prior permission by the Chief Student Services Officer, or designee, has been granted. An expelled student will not receive academic credit for the semester in which the expulsion was imposed.
- G. Additional Measures — Minimizing contact between complainant and respondent. This may include but is not limited to: change in academic and extracurricular activities, living arrangements, transportation, dining, and college-related work assignments, as appropriate.
- H. Any combination of the above.

## **VIII. Recordkeeping**

A college must maintain for seven (7) years from the initial report or formal complaint of sexual harassment, records of:

- A. Any sexual harassment investigation, including any final determination thereof, any required recording or transcript, any sanctions imposed on the respondent, and any remedies provided to the complainant.
- B. Any appeal and its result.
- C. Any informal resolution and its result.
- D. Records of any action, including any supportive measures, taken in response to an informal or formal complaint of sexual harassment.

The college must also maintain for a period of seven (7) years all materials used to train Title IX coordinators, investigators, decision-makers, and those who conduct the informal resolution process with regard to sexual harassment. This requirement applies only to complaints (informal or formal) received on or after August 14, 2020.

## **IX. Confidentiality and Privacy**

The college must keep confidential the identity of complainants, respondents, third-party reporters and witnesses involved in the grievance process, except as may be permitted by FERPA, as required by law, or as necessary to carry out a Title IX proceeding. The college must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of the college to provide the supportive measures. If a formal complaint is made to a Title IX coordinator, confidentiality of the complainant may not be maintained. However, both parties and their advisors may be required to sign non-disclosure or privacy notices requesting that information shared as part of the sexual harassment grievance process not be disclosed.

## **X. Amnesty for Drug and Alcohol Possession and Consumption Violations**

Students are encouraged to report instances of sex-based discrimination, sexual harassment, or sexual assault. Therefore, students who report information about sex-based discrimination, sexual harassment, or sexual assault will not be disciplined by the college for any violation of the college's drug or alcohol possession or consumption policies in connection with making the report.

# The Student Grievance Procedure for The South Carolina Technical College System

**Procedure Number: 3-2-106.3**

**Policy Reference Number: 3-2-106**

## I. Purpose

The purpose of the student grievance procedure is to provide a system to channel and resolve student complaints against a college employee concerning decisions made or actions taken. A decision or action can be grieved only if it involves a misapplication of a college's policies, procedures, or regulations, or violation of a state or federal law. This procedure may not be used in the following instances: (1) to grieve a claim against a college employee for any matter unrelated to the employee's role or position at the college; (2) for complaints or appeals of grades awarded in a class or for an assignment, unless the complaint is based upon alleged discrimination on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, genetic information, gender, veteran status, pregnancy, childbirth, other categories protected by applicable law or on the basis of alleged sexual harassment/violence; or (3) to grieve a decision for which other grievance or appeal procedures exist (e.g., appeal of a disciplinary case, a residency appeal, a financial aid appeal, FERPA grievances, transfer credit evaluations).

The student filing the grievance must meet the definition of a "student" at the time of the decision or action being grieved and must be the victim of the alleged mistreatment. A grievance cannot be filed on behalf of another person.

## II. Definitions

When used in this document, unless the context requires other meaning,

- A. "College" means any college in the South Carolina Technical College System.
- B. "President" means the chief executive officer of the college.
- C. "Administrative Officer" means anyone designated at the college as being on the administrative staff, such as the President, Vice President, Chief Student Services Officer, Chief Academic Officer, Dean of Instruction or Dean of Students, Business Manager, or Hearing Officer.
- D. "Chief Student Services Officer" means the Administrative Officer at the College who has overall management responsibility for student services or his/her designee.
- E. "Chief Academic Officer" means the Administrative Officer at the College who has overall management responsibility for academic programs and services or his/her designee.
- F. "Grievable Act or Decision" means a misapplication of a college's policies, procedures, or regulations, or a violation of a state or federal law.
- G. "Instructional Days" mean any weekday (M-F) in which classes are in session.
- H. "Student" means an individual currently enrolled in a program and/or registered for the current or upcoming academic term.
- I. "Instructor" means any person employed by the college to conduct classes.
- J. "Staff" means any person employed by the college for reasons other than conducting classes.

- K. "Campus" means any place where the college conducts or sponsors educational, public service, or research activities.
- L. "Approved Method of Notification" means any communication from college personnel through a communication channel to which the student has consented or which confirms receipt of the communication by the student, such as a hand-delivered letter, restricted mail delivery services, or e-mail. A student who communicates with the college via e-mail or otherwise provides an e-mail address in connection with communications relating to a grievance thereby consents to the service of documents and all other correspondence associated with the grievance by e-mail, and the date and time of such e-mail(s) shall be deemed the date and time of service.
- M. "Close of Business" means the time that the administrative offices of the college close on that specific workday.

### **III. Grievance Process**

#### **A. Filing a Complaint**

This procedure must be initiated by the student within fifteen (15) instructional days of becoming aware of the decision, action, or event giving rise to the grievance. This time limit may be extended by the President or his/her designee if the student requests an extension within the fifteen (15) instructional day period.

Before initiating the Student Grievance process, a student may go to the college employee who originated the alleged problem and attempt to resolve the matter informally. In instances alleging discrimination or harassment, including sexual harassment and violence, the student is not required to initially try to resolve the matter with the person alleged to have committed the violation under this procedure. Where applicable, if the student is not satisfied with the outcome of this meeting or if the student prefers to ignore this step, then the student may file a written complaint and initiate the grievance process. This written complaint should describe the decision or action that is being grieved, the date of the decision or action, and the college employee(s) involved in the decision or action.

1. Written complaints about alleged discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, genetic information, gender, veteran status, pregnancy, childbirth, other categories protected by applicable law and written complaints about alleged sexual harassment or violence shall be submitted to the employee(s) designated in the college's Statement of Nondiscrimination to coordinate Section 504, Title II, and Title IX compliance.
2. Written complaints about decisions and actions not related to discrimination on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, genetic information, gender, veteran status, pregnancy, childbirth, other categories protected by applicable law or sexual harassment shall be submitted to the college's Chief Student Services Officer.
3. Any written complaint naming the College's President as the person whose alleged action or decision originated the problem shall be submitted to the President of the South Carolina Technical College System.

## B. Preliminary Investigation and Findings

The person receiving the student's written complaint will send a written acknowledgment to the student no later than two (2) instructional days after receiving the written complaint.

### 1. When the complaint is against anyone other than the President of a College:

The person receiving the complaint will forward the complaint to the immediate supervisor of the employee named in the complaint no later than two (2) instructional days after it has been received.

As a part of the effort to resolve the matter, the supervisor, or designee, will consult as needed with the employee named in the complaint, the student filing the complaint (collectively, the "Parties"), the Chief Administrative Officer of the division or component concerned, and any others relevant to the resolution of the complaint.

The supervisor, or designee, shall respond in writing to the student within ten (10) instructional days of receipt of the complaint. The response, sent through an approved method of notification, shall include a summary of the findings and propose the steps that shall be taken to resolve the complaint. If the student does not agree with the proposed resolution, the student may request to have the complaint heard by the Student Grievance Committee (see Section III.C.2.a.).

### 2. When the complaint is against the President of a College:

The South Carolina Technical College System's Vice President for Academics, Student Affairs, and Research (Vice President), or designee, will be responsible for the preliminary investigation and findings.

As a part of the effort to resolve the matter, the South Carolina Technical College System's Vice President, or designee, will consult as needed with the College President named in the complaint, the student filing the complaint, the Chief Administrative Officer of the division or component concerned, and any others relevant to the resolution of the complaint.

The South Carolina Technical College System's Executive Vice President, or designee, shall respond in writing to the student within ten (10) instructional days of receipt of the complaint. The response, sent through an approved method of notification, shall include a summary of the findings and propose the steps that shall be taken to resolve the complaint. If the student does not agree with the proposed resolution, the student may request to have the complaint heard by an ad hoc committee.

The President of the South Carolina Technical College System will convene a three-person ad hoc committee consisting of College Presidents or a three-person ad hoc committee from within the System to hear the student's complaint.



## C. Student Grievance Hearing

### 1. Requesting a Hearing

#### a. When the complaint is against anyone other than the President of a College:

- 1) The student must submit a written request for a Grievance Hearing to the Chief Student Services Officer within seven (7) instructional days after receiving the supervisor's written response. The request must be related to the original complaint and include a statement describing why the supervisor's response was unsatisfactory.
- 2) If the student does not submit the written hearing request within seven (7) instructional days after receiving the supervisor's written response but the student can demonstrate that extenuating circumstances resulted in the failure to meet this deadline, the Chief Student Services Officer may allow the hearing to take place.
- 3) Within two (2) instructional days of receiving the hearing request, the Chief Student Services Officer shall notify the College President about the need to convene a Student Grievance Committee. These committees shall be formed to hear specific complaints and a new committee may be formed each time a grievance covered by this procedure is filed.

#### b. When the complaint is against the President of a College:

- 1) The student must submit a written request for a Grievance Hearing to the South Carolina Technical College System's Vice President, or designee, within seven (7) instructional days after receiving the Vice President's written response. The request must be related to the original complaint and include a statement describing why the Vice President's response was unsatisfactory.
- 2) If the student does not submit the written hearing request within seven (7) instructional days after receiving the Vice President's written response but the student can demonstrate that extenuating circumstances resulted in the failure to meet this deadline, the Vice President may allow the hearing to take place.
- 3) Within two (2) instructional days of receiving the hearing request, the Vice President shall notify the South Carolina Technical College System President about the need to convene an ad hoc committee of College Presidents or a three-person ad hoc committee from within the System to hear the student's complaint. These committees shall be formed to hear specific complaints and a new committee may be formed each time a grievance covered by this procedure is filed.

Hearings may be held in person or by means of electronic equipment.

## 2. Grievance Committees

### a. When the complaint is against anyone other than the President of a College:

- 1) Student Grievance Committee - The College President must approve all recommended members. The committee shall be composed of the following:
  - a) Two students recommended by the governing body of the student body;
  - b) One faculty member recommended by the Chief Academic Officer;
  - c) One Student Services staff member recommended by the Chief Student Services Officer;
  - d) One administrator, other than the Chief Student Services Officer, to serve as the Committee's chairperson; and
  - e) The Chief Student Services Officer, or designee, who serves as an ex- officio, nonvoting member of the committee.
- 2) The Chief Student Services Officer, or designee, will send copies of the student's hearing request to the committee members, the employee, and the employee's supervisor. The employee against whom the grievance was filed has an opportunity to submit his/her response to the hearing request to the Committee prior to the hearing.
- 3) The Student Grievance Committee's hearing shall be conducted within twenty-one (21) instructional days following the date of the request. The chairperson may grant a postponement if either party submits a written request no later than five (5) instructional days prior to the scheduled hearing. The chairperson of the Student Grievance Committee, in his/her discretion, may postpone the hearing due to circumstances beyond the control of the parties. The re-scheduled hearing must take place within ten (10) instructional days of the date of the previously scheduled hearing.

### b. When the complaint is against the President of a College:

- 1) Ad hoc committee - The President of the South Carolina Technical College System will select three College Presidents from the System to serve on this committee and identify one of the three College Presidents to serve as the chairperson for the hearing. The President of the South Carolina Technical College System may also choose to select a three-person ad hoc committee from within the System to hear the student's complaint.
- 2) The President of the South Carolina Technical College System, or designee, will send copies of the student's hearing request to the committee members and the President at that college. The President against whom the grievance was filed has an opportunity to submit his/her response to the hearing request to the Committee prior to the hearing.
- 3) The ad hoc committee hearing shall be conducted within twenty-one (21) instructional days following the date of the request. The chairperson may grant a postponement if either party submits a written request no later than five (5) instructional days prior to the scheduled hearing. The chairperson of the ad hoc committee, in his/her discretion, may postpone the hearing due to circumstances beyond the control of the parties. The re-scheduled hearing must take place within ten (10) instructional days of the date of the previously scheduled hearing.

### 3. Hearing Procedures

a. When the complaint is against anyone other than the President of a College:

- 1) The Chief Student Services Officer, or designee, shall send notice through an approved method of notification to the student filing the complaint and to the employee(s) named in the complaint (collectively, the Parties) at least fifteen (15) instructional days before the scheduled hearing. This notification shall include:
  - a) a brief description of the complaint, including the name of the person filing the complaint;
  - b) the date, time, and location of the hearing; and
  - c) a list of the student's procedural rights:
    - i. The right to review all available evidence, documents or exhibits that each party may present at the hearing. This review must take place under the supervision of the Chief Student Services Officer or designee.
    - ii. The right to appear before the Hearing Committee and to present information and additional evidence, subject to the Committee's judgment that the evidence is relevant to the hearing.
    - iii. The right to consult with counsel. This person serving as counsel may not address the committee, question the employee(s) named in the complaint, or examine any witnesses. The student will be responsible for paying any fees charged by the student's counsel.
    - iv. The right to present witnesses who have information relating to the complaint. Witnesses will be dismissed after presenting the information and responding to questions posed by the Committee, the student filing the complaint, and the employee(s) named in the complaint.
    - v. The right to submit evidence relevant to the complaint.
- 2) At least ten (10) instructional days before the scheduled hearing the Parties must submit the names of persons that the parties anticipate calling as witnesses as well as any evidence that the Parties intend to introduce at the hearing.
- 3) At least five (5) days prior to the hearing, the Chief Student Services Officer shall provide the list of witnesses and evidence to the Parties involved in the hearing and shall send hearing information to the witnesses to include, at minimum, the date, time, and location of the hearing.
- 4) Committee hearings shall be closed to all persons except the student filing the complaint, the employee(s) named in the complaint, respective counsel for the student and the employee(s), witnesses authorized by the Committee to participate in the hearing, committee members, and one or more persons designated by the Committee to be responsible for making an official written record or audio recording of the hearing.

- 5) The Committee will arrange for an official audio recording or written record of the hearing (not including deliberations) to be made, and only the person(s) designated by the Committee may make any kind of record of the proceedings. No record of the Committee's deliberations shall be permitted to be made by any means. The official audio recording or written record of the hearing is the property of the College and will be maintained in the office of the Chief

Student Services Officer. The student or employee(s) named in the complaint may review the official audio recording or written record of the hearing (as applicable) under the supervision of the Chief Student Services Officer or designee, but neither are entitled to a copy of the audio recording or written record. Notes made by Committee members for use as a personal memory aid shall not be made a part of the written record and are not subject to review by the student or employee(s).

- 6) Witnesses shall be called in one at a time to make a statement and to respond to questions, as permitted by the Chair.
- 7) After the portion of the hearing concludes in which all pertinent information has been received, everyone other than the Committee will be excused and its deliberations will begin. The "preponderance of the evidence" standard shall apply to the deliberations, which means that the Committee members must determine if the information presented at the hearing leads them to conclude that it is more likely than not that the violation(s) occurred as alleged. The Committee members will determine by majority vote whether the violation(s) occurred and, if so, the Committee members will decide upon the appropriate sanction(s) by majority vote.
- 8) The Chair of the Committee will send notice through an approved method of notification to the student and employee's address of record within two (2) instructional days of the Committee's decision. The letter shall inform both parties of the Committee's decision, the date of the decision, any sanction(s) imposed, and the appeal process.

b. When the complaint is against the President of a College:

- 1) The South Carolina Technical College System President, or designee, shall send notice through an approved method of notification to the student filing the complaint and to the College President named in the complaint at least fifteen (15) instructional days before the scheduled hearing. This notification shall include:
  - a) a brief description of the complaint, including the name of the person filing the complaint;
  - b) the date, time, and location of the hearing;

- c) a list of the student's procedural rights:
- i. The right to review all available evidence, documents or exhibits that each party may present at the hearing. This review must take place under the supervision of the South Carolina Technical College System President or designee.
  - ii. The right to appear before the ad hoc committee and to present information and additional evidence, subject to the Committee's judgment that the evidence is relevant to the hearing.
  - iii. The right to consult with counsel. This person serving as counsel may not address the committee, question the College President named in the complaint, or any witnesses. The student will be responsible for paying any fees charged by the counsel.
  - iv. The right to present witnesses who have information relating to the complaint. Witnesses will be dismissed after presenting the information and responding to questions posed by the Committee, the student filing the complaint, and the College President named in the complaint.
  - vi. The right to submit evidence relevant to the complaint.
- 2) At least ten (10) instructional days before the scheduled hearing the parties must submit the names of persons that the parties anticipate calling as witnesses as well as any evidence that the parties intend to introduce at the hearing.
- 3) At least five (5) days prior to the hearing, the Chief Student Services Officer shall provide the list of witnesses and evidence to the Parties involved in the hearing and shall send hearing information to the witnesses to include, at minimum, the date, time, and location of the hearing.
- 4) Committee hearings shall be closed to all persons except the student filing the complaint, the College President named in the complaint, respective counsel for the student and the employee(s), witnesses authorized by the Committee to participate in the hearing, committee members, and one or more persons designated by the Committee to be responsible for making an official written record or audio recording of the hearing.
- 5) The Committee will arrange for an official audio recording or written record of the hearing (not including deliberations) to be made, and only the person(s) designated by the Committee may make any kind of record of the proceedings. No record of the Committee's deliberations shall be permitted to be made by any means. The official audio recording or written record of the hearing is the property of the College and will be maintained in the office of the President of the South Carolina Technical College System. The student or College President named in the complaint may review the official audio recording or written record of the hearing (as applicable) under the supervision of the System President or designee, but neither are entitled to a copy of the audio recording or written record. Notes made by Committee members for use as a personal memory aid shall not be made a part of the written record and are not subject to review by the student or College President.
- 6) Witnesses shall be called in one at a time to make a statement and to respond to questions, as permitted by the Chair.

- 7) After the portion of the hearing concludes in which all pertinent information has been received, everyone other than the Committee will be excused and its deliberations will begin. The “preponderance of the evidence” standard shall apply to the deliberations, which means that the Committee members must determine if the information presented at the hearing leads them to conclude that it is more likely than not that the violation(s) occurred as alleged. The Committee members will determine by majority vote whether the violation(s) occurred and, if so, the Committee members will decide upon the appropriate sanction(s) by majority vote.
- 8) The Chair of the Committee will send an approved method of notification to the student and College President’s address of record within two (2) instructional days of the Committee’s decision. The letter shall inform both parties of the Committee’s decision, the date of the decision, any sanction(s) imposed, and the appeal process.

The internal timeline periods contained in Section III.C.3. (“Hearing Procedures”) may be waived upon the mutual written agreement of the Parties.

#### **IV. Appeal Process**

##### **A. When the complaint is against anyone other than the President of a College:**

If either party is not satisfied with the Student Grievance Committee’s decision, that person may submit a written appeal to the President of the College within ten (10) instructional days of the Committee’s decision. The written appeal must include a statement indicating why the person was not satisfied with the Committee’s decision. The College President shall review the Committee’s findings, conduct whatever additional inquiries are deemed necessary and render a decision within ten (10) instructional days of receipt of the appeal. The College President will notify both parties of his/her decision through an approved method of notification. The President’s decision is final and this decision cannot be the sole reason for filing a grievance against the President.

##### **B. When the complaint is against the President of a College:**

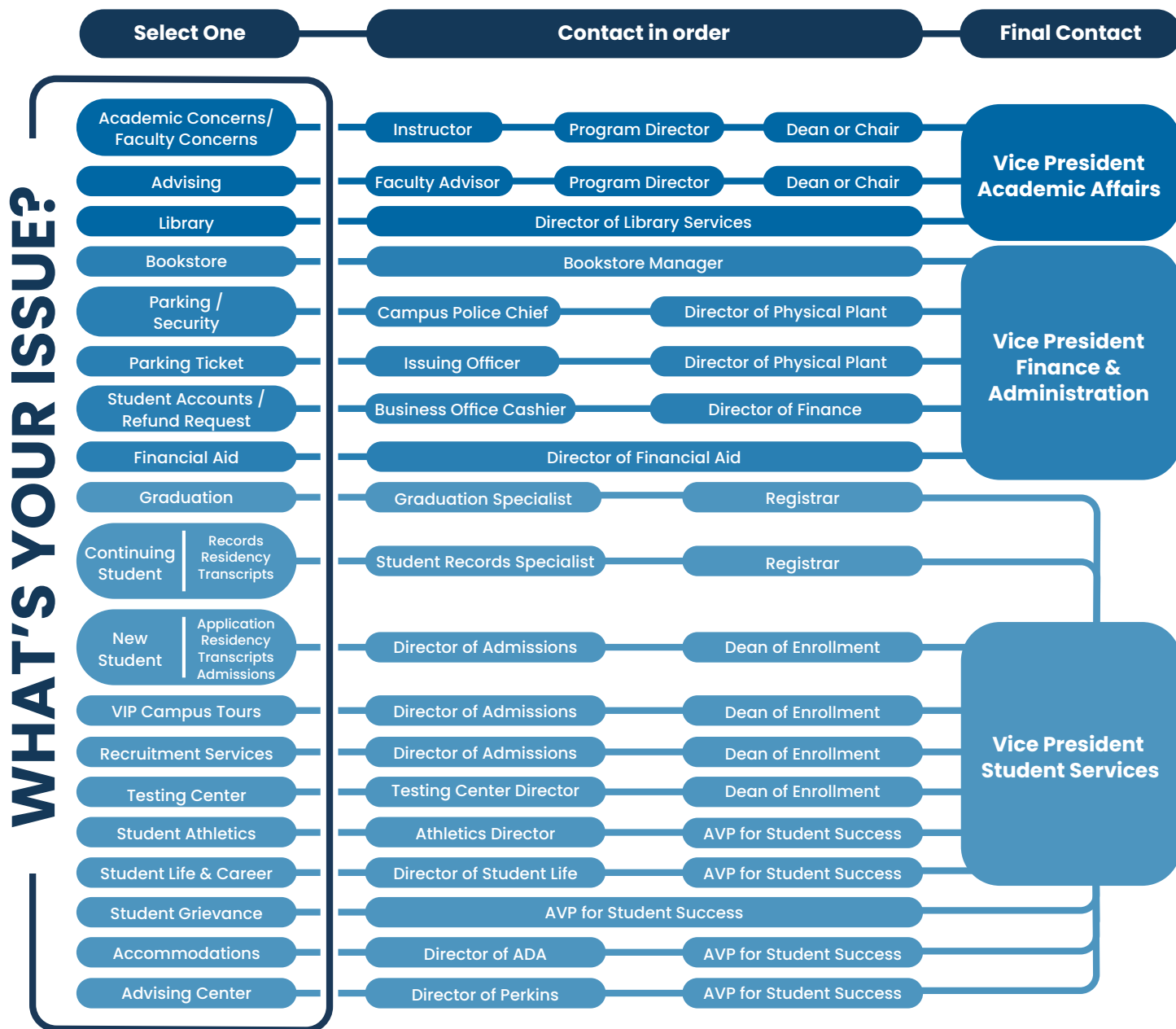
If either party is not satisfied with the Committee’s decision, that person may submit a written appeal to the President of the South Carolina Technical College System within ten (10) instructional days of the Committee’s decision. The written appeal must include a statement indicating why the person was not satisfied with the Committee’s decision. The System President shall review the Committee’s findings, conduct whatever additional inquiries are deemed necessary and render a decision within ten (10) instructional days of receipt of the appeal. The System President will notify both parties of his/her decision through an approved method of notification. The System President’s decision is final.



## 23 | Student Complaints

The Florence–Darlington Technical College faculty and staff serve as a resource for students seeking assistance in resolving campus community matters. Our FDTC Student Complaint Resolution Chart is posted in each building on campus. The chart details the initial area for assistance referral and the subsequent contact areas as one moves forward toward issue resolution. The chart can be found online [here](#).

Student complaints should be submitted using the Maxient Online Reporting Form. The form can be found [here](#). You will be contacted within 24 hours after submitting the form.



### Have a concern?

Submit complaints via QR Code  
Allow 24–48 hours for a response

## 24 | Credit Hour Policy 40-30

### Policy

**Title: Academics – Defining Credit Hours Awarded for Courses**

**Number: 40-30**

**Based in Title and Policy Number: SCSB Policy: 3 – 2 – 2 0 1**

**Date: 01/30/24**

**Effective 01.30.24**

FDTC adheres to the SACSCOC Policy Statement for Credit Hour revised by the SACSCOC Board of Trustees December 2023. (excerpt below)

#### Federal Definition of the Credit Hour

For purposes of the application of this policy and in accord with federal regulations, a credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates

1. Not less than one hour of classroom or direct faculty instruction and a minimum of two hours out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time, or
2. At least an equivalent amount of work as required outlined in item 1 above for other academic activities as established by the institution including laboratory work, internships, practice, studio work, and other academic work leading to the award of credit hours.

A credit hour at Florence Darlington Technical College (FDTC) is defined per South Carolina State Board for Technical and Comprehensive Education Policy 3-2-201 Length of Semesters, which stipulates the following:

1. Definition of Semester Credit Hour:
  - a. The instructional hour will be identified as 50 minutes. One semester credit hour will be identified as 750 minutes of classroom instruction or equivalent laboratory time.
  - b. Colleges have the flexibility to use alternate schedules within a term as long as each semester credit granted allows for a minimum of 750 minutes of classroom instruction or an equivalent ratio of laboratory time.

Colleges must adhere to the requirements of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) concerning non-traditional formats. The institution must demonstrate that students in such courses have acquired competencies and levels of knowledge comparable to those which would be required of students taking similar courses in more traditional formats.

2. The Annual Semester Calendar will typically consist of:
  - a. Two semester terms (fall, spring).
  - b. A summer session or sessions structured according to local preference.
  - c. There will be no common system start and stop date for each term although the first semester must end before December 25.

## 25 | Our Campuses

Florence-Darlington Technical College serves Florence, Darlington, and Marion Counties. In order to best provide our services and offer our students easy access to our programs, we have 6 campuses across the Pee Dee. Each campus is unique and has different course offerings based on community specific need and programs. Explore our campuses below.



### MAIN CAMPUS

1715 West Lucas Street, Florence



### HEALTH SCIENCES CAMPUS (HSC)

320 West Cheves Street, Florence



### COSMETOLOGY CENTER

122 Palmetto Road, Darlington



### HARTSVILLE CAMPUS

225 Swift Creek Road, Hartsville



### FDTC AT THE CONTINUUM

208 West Main Street, Lake City

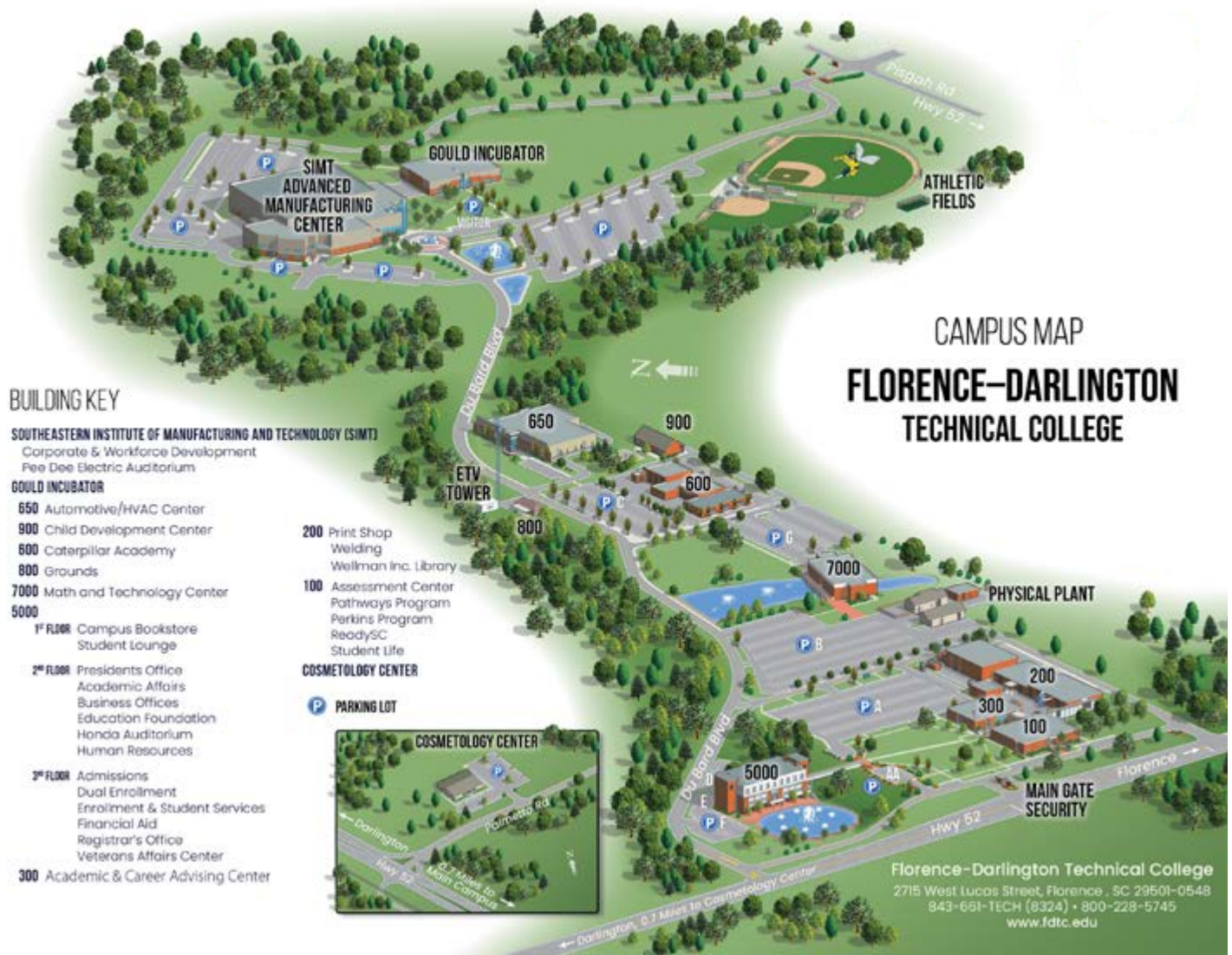


### MULLINS CAMPUS

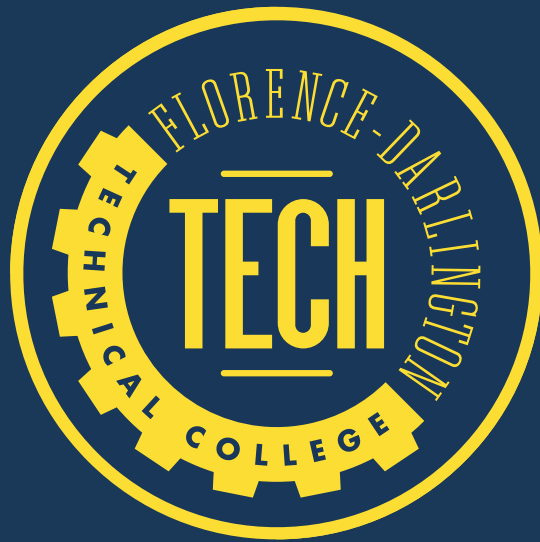
109 South Main Street, Mullins



## 26 | Campus Map







**FLORENCE-DARLINGTON TECHNICAL COLLEGE**

2715 WEST LUCAS STREET | PO BOX 100548  
FLORENCE, SC 29502-0548

**fdtc.edu | 843.661.tech**